

APPENDIX

— TO —

HIGH SCHOOL BOOK-KEEPING

CONTAINING

EIGHT SHORT COMPLETE SETS

FOR BEGINNERS,

THREE SERIES OF SIX SETS

FOR ADVANCED STUDENTS,

ILLUSTRATING

SINGLE AND DOUBLE ENTRY METHODS

— ALSO —

PRACTICAL BUSINESS FORMS OF BOOK-KEEPING.

BY

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APPENDIX.

CHAPTER I.

EXERCISES.

Each of the following Exercises forms a complete set. They are intended to serve two purposes. (1) To furnish new material suitable for the use of those who do not intend to take a special course in the subject. (2) To serve as an introduction to the series of somewhat lengthy sets given in succeeding chapters. The advantage of requiring the beginner to work out for himself short sets, through which he can see his way clearly from beginning to end is well known to every practical teacher of book-keeping.

Generally speaking, it is well for the beginner to perform each exercise twice. In the first case stress will be laid on securing a grasp of the principles involved; in the second, special attention will be given to form. If an exercise is to produce the best results educationally, both *thought* and *expression* must receive due consideration. The pupil should be required not only to solve a mathematical problem (for book-keeping is nothing more or less than mathematics applied to business transactions) but also to form the habit of accuracy, neatness and orderliness. Few school subjects are so eminently practical as book-keeping. It stimulates thought, it teaches systematic arrangement of thought, it brings the pupil into close contact with the business relations of life, and it trains him to apply his knowledge to every-day affairs.

EXERCISE I.

———— June 3, 1895.

- Commenced business with cash on hand, \$500. Deposited in bank cash, \$200.
4. Bought goods of Jas. Pedley on acct., \$160.
 5. Sold goods to J. C. Fraser on acct., \$30. Paid cash for Postage and Stationery, \$1.50.
 6. Bought goods of Jas. Turnbull, \$65. Gave in part payment my note, \$30.
 7. Paid Jas. Pedley per cheque, \$20.
 8. Sold M. K. Green, goods on acct., \$50.
 10. Paid for Coal Oil, per cheque, \$1.20.
 11. Sold goods to Peter Walker, \$38. Received in part payment his note for \$20.
 12. Bought of Swanson & Co. goods per cheque, \$35.

13. Deposited in bank cash, \$50. J. C. Fraser paid on acct., per cheque, \$12.
 14. Paid for repairs cash, \$2.60. M. K. Green paid cash on acct., \$25.
 15. Sold my entire stock of goods for cash, \$160.80. Paid A. C. Muir half a month's rent with cash, \$10.
 - (a) Make Day Book entries.
 - (b) Post directly from the Day Book.
 - (c) State the purpose of each account.
 - (d) In what different ways may the Net Gain be found? Illustrate by reference to the Ledger.
 - (e) Close the accounts.
- Result—Net Gain, \$3.50. Net Worth, \$503.50.

EXERCISE II.

——— *Jan. 2, 1896.*

- Commenced business with cash on hand, \$600.
- Bought of H. H. Scott on my note at 10 days, goods as per invoice, \$560.
4. Sold J. H. Wismer on acct., 25 lbs. Tea at 40c.; 20 lbs. Coffee at 50c. Paid cash for Fuel, \$6.20.
 6. Sold C. Holman for cash, 2 bbls. Flour at \$3.50.
 7. Deposited in bank, cash, \$300. Paid cash for Advertising, \$2.20.
 9. Sold A. H. Longman on his note at 10 days, 5 bbls. Apples at \$2.50; 60 lbs. Ham at 12c. Paid cash for Stationery, \$1.25.
 11. J. H. Wismer paid on acct., per cheque, \$10. Bought of C. A. Hamilton on acct., 300 bush. Potatoes at 25c.
 13. Paid cash for Telegram, 75c. Sold C. H. Smith, 10 bbls. Apples at \$2.75; 100 bush. Potatoes at 28c. Received in part payment his cheque for \$30.
 14. Paid C. A. Hamilton on acct., cash, \$37.50. Sold E. P. Shaler on his note at 30 days, 30 lbs. Tea at 40c.; 108 lbs. Ham at 13c.
 15. Paid clerk's salary, per cheque, \$15. Paid rent, per cheque, \$14.20. Sold my entire stock of goods for cash, \$545. Paid my note favor of H. H. Scott with cash, \$560.
 - (a) Make entries in Day Book, writing bills of goods as they occur.
 - (b) Transfer to Ledger, indexing each entry.
 - (c) Test the correctness of Ledger and make statements.
 - (d) Close the Ledger.
- Result—Net Loss, \$1.36. Net Worth, \$598.64.

EXERCISE III.

——— *August 15, 1895.*

- Invested in business cash, \$650. Bought of Hamilton & Co., Toronto, for cash, goods as per invoice, \$300.
16. Sold J. C. Miller on acct., 25 bush. Potatoes at 22c.; 6 bbls. Apples at \$2.15; 130 lbs. Oatmeal at 5c. Cash sales, \$24.20.

17. Bought of A. F. Ponton, Toronto, on acct., goods as per invoice, \$120. Deposited in the Bank of Montreal, cash, \$200. Cash sales, \$29.30.
19. Paid cash for Coal Oil, \$2.20. Sold H. P. Hooper, on acct., 25 lbs. Sugar at 5c.; 3 bbls. Apples at \$2.10; 5 sacks Flour at \$1.75; 75 lbs. Codfish at 8c. Cash sales, \$25.75.
22. J. C. Miller paid on acct., per cheque, \$15. Paid for Telegram, cash, 25c. Paid for Stationery per cheque, \$2.25. Withdrew from business, cash, \$10. Cash sales, \$32.70.
26. H. P. Hooper paid cash on acct., \$5.50. Cash sales, \$29.80.
28. Sold J. D. Watts on acct., 35 sacks Flour at \$1.80. Paid A. F. Ponton on acct., cash \$60. Cash sales, \$22.36.
30. Deposited in bank, cash \$36. Sold A. M. Hanby on acct., 16 bush. Potatoes at 23c. Cash sales, \$13.25.
31. Sold my entire stock of goods for cash, \$159.66. Paid cash for delivering goods \$1.20. Paid rent per cheque, \$12.50.
 - (a) Make Day Book entries, writing bills of goods as they occur.
 - (b) Transfer to Ledger.
 - (c) Make Trial Balance and Statements.
 - (d) Close the accounts and bring down the balances.
 Result—Net Gain, \$12.50. Net Worth, \$652.50.

EXERCISE IV.

——— Jan. 20, 1896.

- Commenced business, investing as follows: Cash on hand, \$250; Cash on deposit in the Bank of Commerce, \$400; Mdse. in store, \$320; P. C. Culver owes me on acct., \$35; James Scott owes me on acct., \$13.60; I owe C. P. Garratt on acct., \$29.60; I owe A. K. Muir on acct., \$24.20.
21. Sold David Robb on acct., 4 French Bedsteads at \$25; 2 Oak Extension Tables at \$17.50. Paid C. P. Garratt, on acct., per cheque, \$19.60. Paid for Coal per cheque, \$7.60.
 22. James Scott settled his acct., per cheque, \$—. Bought of Walker & Sons, on acct., Mdse. as per invoice, \$65. Paid cash for Postage, 65c. Sold C. L. Macpherson on his note at 2 months, payable at the Bank of Commerce, 5 Centre Tables at \$15.
 23. Bought of Morrison & McKay at 65c. on the dollar, their entire stock of goods invoiced at \$400. Gave in payment C. L. Macpherson's note as per B.B., my own note at 30 days payable at the Imperial Bank for \$120, and cash for balance, \$—.
 25. David Robb paid on acct., per cheque, \$65, which was immediately deposited in bank. Withdrew for private use, cash, \$25.
 27. Sold Hiram Ashley on his note at 15 days, payable at the Bank of Commerce, 2 doz. chairs at \$15 per doz. Paid cash for Advertising, \$1.25.

29. Paid A. K. Muir on acct., cash \$14.20. Sold C. P. Garratt on acct., 2 Easy Chairs at \$8.75.
30. Paid Walker & Sons on acct., per cheque, \$35. Withdrew for private use, cash \$15.
31. David Robb paid balance of acct., per cheque on the Imperial Bank, \$—. Paid clerk's salary with cash, \$20.
- Inventories, Jan. 31.—Mdse. on hand, \$424.40; Fuel on hand, \$2.60.
- (a) Make entries in Journal Day Book. Write notes as they occur. Write David Robb's cheque dated Jan. 31.
- (b) Transfer to Ledger.
- (c) Make Trial Balance and Financial Statement.
- (d) Close the Ledger and bring down the balances.
- Result—Net Gain, \$10. Net Worth, \$934.80.

EXERCISE V.

——— April 1, 1896.

- Commenced business, investing as follows: Cash on hand, \$500; goods in store, \$600; fuel on hand, \$13.
2. Bought for cash a horse and delivery waggon, \$120. Deposited in the Bank of Montreal, cash \$300. Cash sales, \$25.50.
4. Sold C. S. Fraser on his note at 10 days, 20 sacks Flour at \$1.75; 30 bush. Potatoes at 25c.; 50 lbs. S.C. Ham at 12c.; \$—. Cash sales, \$30.
6. Bought Stationery, per cheque, \$1.20. Paid for Advertising, cash, \$1.60. Cash sales, \$28.70.
7. Sold M. C. Russell on acct., 25 lbs. Rolled Oats at 5c.; 2 bbls. Apples at \$3.25; \$—. Cash sales, \$17.90.
8. Bought of Welsh & Co., Toronto, goods as per invoice No. —, \$200. Remitted in payment a bank draft purchased per cheque. (Exchange $\frac{1}{8}\%$.) Cash sales, \$35.75.
9. Bought of James Lawson for cash, 100 bush. Potatoes at 20c. Cash sales, \$29.30.
10. C. S. Fraser prepaid his note. Discount allowed, 25c. Proceeds deposited, \$—. Cash sales, \$35.60.
11. Sold horse and waggon for cash, \$130. Cash sales, \$39.70.
13. Bought of Leslie & Co. on my note at 30 days, payable at the Bank of Commerce, an Office Desk, \$60. Cash sales, \$19.40.
14. Sold A. A. Caskey 100 lbs. S. C. Ham at 12c.; 20 lbs. Gran. Sugar at 5c.; \$—. Received in payment his note at 2 months, payable at the Bank of Montreal. Cash sales, \$22.65.
15. Sold out my entire stock of goods for cash, \$580.45. Sold M. C. Russell Office Desk for \$57.50, and Fuel for \$4.60. Received his note at one month, payable at the Bank of Montreal to close account, \$—.
- (a) Make proper Journal, Cash Book and Bill Book entries. Write business papers. (Cash Book to have a special column for mdse. sales.)

(b) Post from Journal and Cash Book, indexing each entry.

(c) Make Trial Balance and Financial Statement.

(d) Close the Ledger, and bring down the balances.

Result—Net Gain, \$110.00. Net Worth, \$1,223.00.

EXERCISE VI.

— — April 15, 1896.

Commenced business, investing as follows: Cash on deposit in the Bank of Commerce, \$1000. Goods in store, \$600. Rent for $\frac{1}{2}$ month paid in advance, \$16. Office Furniture on hand, \$40. I owe C. H. Laidlaw, on acct., \$25.

16. Bought of Turner & Sons, Toronto, goods as per invoice No.—, \$160. Remitted in payment a draft purchased per cheque. Exchange 25c. Paid freight per cheque, \$10. Cash sales, \$42.30.
17. Sold C. H. Laidlaw on acct., 15 yds. Can. Tweed, at \$1.20; 5 yds. Velvet at \$1.70. Deposited in bank cash, \$20. Paid cash for Stationery, \$2.10. Cash sales, \$38.75.
18. Sold M. Langham 100 yds. 8/4 Sheeting at 30c.; 25 yds. Farmer's Satin at 50c. Received in payment an order on A. H. Wilson, which Mr. Wilson accepts. Cash sales, \$19.90.
21. Deposited in bank cash, \$25. Paid cash for Coal Oil, \$1.20. Cash sales, \$25.65.
22. Lent K. L. Gibson cash, \$15. Gave General Hospital per cheque \$7.50. Cash sales, \$32.90.
24. Bought of Caldwell & Co., Hamilton, on my acceptance at 30 days payable at the Bank of Montreal, goods as per invoice No.—, \$80. Paid freight per cheque, \$2.30. Cash sales, \$25.
25. A. H. Wilson settled his acct. in full with his note at 10 days payable at the Bank of Commerce. Cash sales, \$42.60.
27. Sold S. W. Perry, 120 yds. Eng. Tweed at \$1.40. Received in payment his cheque on the Bank of Ottawa for \$100, the balance on acct. Cash sales, \$19.75.
29. Deposited in bank cash, \$30. Paid cash for delivering goods, \$1.20. Cash sales, \$27.85.
30. Paid clerk's salary per cheque, \$30.

Inventories, April 30.—Goods on hand, \$367.85; Office Furniture on hand, \$38.50.

(a) Make the proper Journal, Cash Book and Bill Book entries as they occur, and write all the business papers required. (Cash Book to have a special column for Mdse. Sales.)

(b) Post from the Journal and Cash Book, indexing each entry.

(c) Test the equilibrium of the Ledger and make Financial Statement.

(d) Close the Ledger and bring down the balances.

Result—Net Loss, \$25. Net Capital, \$1631.

EXERCISE VII.

— — — *March 2, 1896.*

Invested in business, cash, \$3400.

3. Paid cash for Office Books, \$12.50, for Fuel, \$6.75, and for Coal Oil, \$2.75. Deposited in the Bank of Ottawa, \$1400.
5. Discounted, per cheque, Chas. Fletcher's note for \$182.50 favor of S. S. Buckingham, dated Sept. 17, 1895, at 6 months, payable at the Bank of Commerce. The note bears interest at 6 %. Rate of discount, 9 %.
6. Lent C. H. Murray on his note at 6 months, bearing interest at 8 %, cash, \$730. Sold for A. McKerchar, on a commission of 4 %, his House and Lot for \$7600. Remitted to him a draft purchased with his net proceeds. Exchange $\frac{1}{8}$ %.
7. Discounted John Abell's draft for \$328.50 on Cooper & Smith, dated Jan. 2, 1896, at 5 months. Proceeds paid with cash. Rate of discount, 10 %. Purchased for Cameron & Dunn, on a commission of 3 %, a Farm for \$3000. I advanced for them, cash, \$600. Paid fees and charges, per cheque, \$25.
9. Discounted at 10 % B. M. Cooper's note for \$146 favor of James Jones, dated Jan. 16, 1896, at 12 months. The note bears interest at 7 %. Proceeds paid with cash, \$—.
10. Cameron & Dunn remitted a sight draft on A. H. Smith for \$350, and their note at 30 days bearing interest at 8 %, to close acct. Paid cash for Stationery, \$1.75.
11. Bought of A. A. Raymer, for cash, a Town Lot at \$650. Paid fees and charges, per cheque, \$10.
12. Discounted, per cheque, at 8 %, A. L. Scott's note at 6 months for \$146, dated Feb. 5, 1896, payable at the Bank of Montreal.
16. Sold for A. H. McKay, on a commission of 3 %, 100 tons of Hay at \$12. Paid cash for Advertising the same, \$6.40. Remitted draft purchased with net proceeds, \$—.
18. C. H. Murray prepaid his note, as per B. B., with his sight draft on H. A. Lane. Rate of discount, 6 %.
20. Chas. Fletcher settled for his note, as per B. B., by paying cash, \$100, and giving his own note at 30 days, bearing interest at 10 %, for balance.
23. Discounted, per cheque, at 10 %, James Fisher's draft for \$219 on Wm. Marrs, dated Feb. 27, 1896, at 6 months.
24. Sold Bole & Co. Town Lot purchased from A. A. Raymer, at \$800. Received in payment a sight draft on Merrick & Sons for \$508, and their note at 30 days, bearing interest at 7 %, for balance. Paid fees and charges, per cheque, \$15.
31. Discounted Chas. Fletcher's note, as per B. B., at 8 %. Proceeds deposited.

Inventory, March 31, 1896. Interest accrued, \$—.

(a) Make Journal entries. In addition to the "Sundries" column the Journal should have special columns for Cash, Bills Rec., and Int. & Dis. Why?

(b) Write notes and drafts as they occur, endorsing them for the parties concerned when necessary.

(c) Post to the Ledger. Make Trial Balance and close accounts.

Result—Net Gain, \$570.22. Net Worth, \$3970.22.

EXERCISE VIII.

———— May 4, 1896.

Commenced business with the following resources and liabilities,
Resources—Cash on hand, \$1200; Mdse. in store, \$2000; T. A. Walsh's note favor of C. C. Smith, dated Feb. 21, 1896, at 4 months, payable at the Bank of Commerce, and bearing interest at 10 %/. Face, \$240. Interest accrued, \$—. *Liabilities*—I owe W. H. Drummond on acct., \$120. Deposited in the Bank of Toronto, cash, \$700.

6. Bought of Farren & Co., Hamilton, on my acceptance at 2 months, payable at the Bank of Toronto, goods as per invoice, \$365. Paid freight with cash, \$14.20. Paid cash for petty expenses, \$3.45.
8. Sold H. C. White on his note at 2 months, 500 bush. Wheat at 48c.; 300 bush. Oats at 20c. T. A. Walsh prepaid his note, as per B.B., per cheque. Rate of discount, 8 %/. Paid cash for petty expenses, \$1.25.
9. Shipped to Milligan & Sons, London, for sale on my account and risk, goods invoiced at \$600. Paid shipping expenses, per cheque, \$10.60. Cash sales for the week, \$230.30. Paid cash for petty expenses, \$3.
14. Shipped to Anderson & Sons, Hamilton, on my acct. and risk, goods as per invoice, \$500. Paid shipping expenses, per cheque, \$13.60. Paid cash for petty expenses, \$2.90.
16. Prepaid, per cheque, my acceptance favor of Farren & Co., as per B.B. Rate of discount, 10 %/. Paid petty expenses with cash, \$6.20. Cash sales for the week, \$136.30.
19. Milligan & Sons rendered an acct. sales of shipment. My net proceeds, \$625.60. They remitted Hooper & Wilson's acceptance due to-day for \$425, and their own note at 30 days, bearing interest at 10 %/. for balance. Hooper & Wilson paid their acceptance with cash, which was deposited in bank. Paid cash for petty expenses, \$1.75.
21. Anderson & Sons rendered an acct. sales of my shipment to them of the 14th inst. My net proceeds, \$507.60. They remitted in part payment a sight draft on F. C. Darlington for \$400. Paid cash for petty expenses, \$3.70.

23. Bought of Farren & Co., Hamilton, on my acceptance at 2 months, payable at the Bank of Toronto, goods as per invoice, \$428. Cash sales for the week, \$225. Paid cash for petty expenses, \$4.
27. Shipped to Anderson & Sons, on my account and risk, goods invoiced at \$385, which I purchased from A. A. Baker on my note at 30 days, payable at the Bank of Commerce. Paid shipping expenses, per cheque, \$13.65.
30. H. C. White prepaid his note, as per B. B. Rate of discount, 8 %/100. Proceeds deposited. Cash sales for week, \$129.30. Paid cash for petty expenses, \$12.65.

Inventories, May 31, 1896. Mdse. on hand, \$742.11. Shipment to Anderson & Sons, \$—. Interest accrued, \$—.

(a) Make entries in Journal, having special columns for Mdse., Cash, Bills Receivable, Bills Payable, Interest & Discount, and Expense. Write notes as they occur.

(b) Transfer to Ledger.

(c) Make Trial Balance, Financial Statement, and close the accounts. Bring down balances.

Result—Net Gain, \$30. Net Worth, \$3354.80.

CHAPTER II.

SET I.—DRY GOODS BUSINESS.

*Books used—Day Book, Cash Book, Bill Book, and Ledger.**

TRANSACTIONS.

———— July 2, 1895.

(*Student's name here*) has this day commenced the Dry Goods business on ——— Street, No. —, investing as follows:

Resources—Cash, \$1200. Mdse., \$900. William Taylor's acceptance for \$300, dated June 4, 1895, at 30 days, and payable at the Bank of Commerce. H. L. Ducker owes on acct., \$90. A. S. Walsh owes on acct., \$110. M. H. Cann owes on acct., \$27.50.

Liabilities—My note in favor of A. A. Harper for \$109.50, dated Feb. 7, 1895, at 5 months, bearing interest at 7%. Interest accrued, \$—. I owe A. B. Hart on acct., \$50.

2. Deposited in the Bank of Commerce, cash, \$1000. Paid cash for Stationery, \$4.20, and for Office Books, \$6.50. Cash sales, \$10.20.
3. Bought of Stovel & Co., Hamilton, on my acceptance at 10 days, goods as per invoice No. —, \$300. Paid freight with cash, \$6.20. Took goods from store on private acct., \$10.50. Settled my acct. with A. B. Hart by giving my note at 30 days payable at the Bank of Commerce, \$—. Sold G. W. Irving on acct., 15 yds. Can. Tweed, at \$1.30; 10 yds. Brown Beaver Cloaking, at \$2.50; 10 yds. Novelty Cloaking at \$1.40; 25 yds. Crash Towelling at 20c., \$—. Cash sales, \$26.50.
4. Sold L. C. Fraser, 15 yds. Scotch Tweed, at \$1.40; 20 yds. West of Eng. Tweed, at \$1.50; 2 pcs. Eng. Flannel, 40 yds., 45 yds. at 50c.; 30 yds. Fr. El. Canvas, at 20c.; 50 yds. Oxford Shirting, at 30c.; \$—. Received in payment J. A. Brown's note for \$52, dated May 17, 1895, at 2 months, payable at the Bank of Ottawa; L. C. Fraser's note at 30 days for \$50, payable at the Bank of Commerce, and cash for balance, \$—. Cash sales, \$30.
5. Bought of Hine & Farren, Toronto, goods as per invoice No. —, \$200. Gave in payment my acceptance at 15 days, payable at the Bank of Commerce for \$120, and cash for balance, \$—. Took goods from store for private use, \$7.50. Paid cash for repairs, \$4.20. Cash sales, \$60.40.

* Instructions as to keeping books by Single Entry are given in Chapter VIII.

6. Deposited in bank cash, \$100. Retired William Taylor's acceptance as per B. B. on receipt of cash, \$154 and a new note at one month, bearing interest at 8% for balance, \$— . Cash sales, \$49.65.
8. Engaged C. P. Stewart as book-keeper at \$40 for the remainder of the month. Paid cash for delivering goods, 40c. Sold N. C. Burwash, on acct., 50 yds. Grey Cotton, at 7c.; 20 yds. 8/4 Sheeting, at 20c.; 50 yds. Damask, at 40c.; 40 yds. Silk Velvet, at \$1.50; 30 yds. Black Silk, at \$1.00; \$— . Cash sales, \$50.30.
9. Sold J. C. Campbell 2 pcs. Black Silk, 40 yds., 42 yds. at \$1.20; 3 pcs. Cambric Lining, 40 yds. each, at 11c.; \$— . Received in payment a sight draft on A. H. Murray, for \$20; and Mr. Campbell's note at 2 months, payable at the Bank of Commerce, for balance, \$— . Took goods from store for private use, \$2.50. Gave to the General Hospital \$10, per cheque. Paid cash for delivering goods, 20c. Cash sales, \$48.75.
10. Bought of Sutherland & Co., Montreal, goods as per invoice No. —, \$240. Remitted in full payment a bank draft purchased per cheque (Exchange $\frac{1}{8}\%$). Paid freight per cheque, \$5.20. Paid Albert Jones for repairs with goods from store, \$8.60. Paid my note in favor of A. A. Harper, with interest, per cheque, \$— . Cash sales, \$60.20.
11. Bought of H. H. Cavers for private use, 50 cords of wood, at \$1.10. Gave in part payment cash, taken from till, \$25. Sold M. C. Kerr on his note at 30 days, payable at the Bank of Commerce, 3 pcs. Black Cashmere, 44 yds., 45 yds., 46 yds., at 90c.; \$— . Sold J. H. Williams for his sight draft on K. J. Wilson, 25 yds. Black Beaver, at \$3; 2 pcs. Tweed Dress Goods, 30 yds., 34 yds. at 80c.; \$— . Paid C. P. Stewart on acct. of salary, per cheque, \$10. Cash sales, \$29.30.
12. K. J. Wilson refused to honor J. H. Williams draft, and it was returned. J. H. Williams paid cash \$53.20, and gave his note at 30 days, bearing interest at 8%, for balance, \$— . Deposited in bank cash, \$240. Cash sales, \$60.40.
13. Bought of L. C. Doolittle at 60c. on the dollar, his whole stock as per Inventory \$1000, assuming the following debts payable:—L. C. Gilroy's acct., \$200; C. B. Harland's acct., \$150; Muir & Co's acct., \$60; L. C. Doolittle's note for \$100, favor of A. H. Hood, due 10 days hence, for which I accepted Mr. Hood's draft at 10 days, payable at the Bank of Commerce. Paid L. C. Doolittle the balance due him per cheque, \$90. Cash sales, \$65.70.
15. Sold M. H. Cann on acct., 25 yds. Scotch Tweed, at \$1.40; 40 yds. Black Astrachan Cloaking, at \$2.50; 3 Brown Beaver Overcoats, at \$25; \$— . H. L. Ducker paid cash on acct., \$40. Paid for removing goods purchased from L. C. Doolittle, cash, \$25. Cash sales, \$45.90.

16. Paid per cheque my acceptance favor of Stovel & Co., as per B. B., \$—. Sold A. B. Hart on acct., 150 yds. French Flannel, at 35c.; 100 yds. English Tweed, at \$1.50; \$—. A. S. Walsh paid on acct., per cheque, \$60. Took goods for private use, \$16.20. Cash sales, \$48.15.
17. Paid L. C. Gilroy on acct., cash, \$50. Gave C. B. Harland, in part payment of acct., an order on A. S. Walsh for \$50. Cash sales, \$49.50.
18. Received from M. H. Cann on acct., his sight draft on Andrew Blythe for \$150. Paid cash for stationery, \$4.60. Cash sales, \$72.25.
19. Sold Amos Blackwell on acct., 3 pcs. 12/4 Sheeting, 42 yds., 45 yds., 48 yds., at 50c.; 25 yds. Hf. Bl. Table Linen, at 40c.; \$—. H. L. Ducker paid on acct., cash, \$30. Cash sales, \$49.50.
20. J. A. Brown paid per cheque his note due this day as per B. B., \$—. Settled my acct. with Muir & Co. by giving my note at one month payable at the Bank of Commerce, \$—. Cash sales, \$58.65.
22. Bought of Stovel & Co., Hamilton, on my acceptance at 30 days, goods as per invoice, No. —, \$200. Paid freight per cheque, \$2. Paid C. P. Stewart on acct. of salary per cheque, \$5. A. B. Hart paid on acct. per cheque, \$100. Cash sales, \$70.20.
23. Deposited in bank, cash, \$300. G. W. Irving paid on acct. cash, \$40. Sold C. C. Furner for his sight draft on Hugh McBain, 3 Scotch Tweed Suits at \$26.50 each; \$—. Purchased from Hall & Co. for cash, a safe for office, \$120. Paid with cash my acceptance favor of Hine & Farren as per B. B., \$—. Cash sales, \$75.60.
24. Bought of Miller & Son, Montreal, goods as per invoice No. —, \$320. Remitted in full payment a bank draft purchased per cheque, \$—. Paid freight per cheque, \$4.20. Paid for cleaning store cash, \$1.20. Cash sales, \$55.30.
25. Withdrew for private use, per cheque, \$30. Amos Blackwell paid on acct., per cheque, \$50. Sold C. P. Stewart a suit of clothes, \$18.50. Cash sales, \$49.60.
26. Paid my acceptance favor of A. H. Hood as per B. B. with cash, \$—. Sold M. H. Cameron, on his note at 15 days, 90 yds. Broadcloth at \$1.80; 75 yds. Nap Cloaking at \$1.60; \$—. Paid for advertising per cheque, \$4.60. Cash sales, \$29.30.
27. H. L. Ducker paid his acct. in full per cheque, \$—. Sold C. B. Harland on acct., 50 yds. Black Lustre, at 55c.; 100 yds. Black Nun's Veiling, at 45c.; \$—. Paid cash for coal oil, \$1.30. Cash sales, \$84.25.
29. Bought of Hine & Farren, Toronto, for cash, goods as per invoice No. —, \$176. Cash sales, \$47.80.
30. Received from M. H. Cann in full payment of his acct., his note at 70 days, which was immediately discounted at 8%. Proceeds deposited, \$—. Cash sales, \$59.20.

31. Deposited in bank, cash, \$500. Paid C. P. Stewart the balance of month's salary due him per cheque, \$—. Cash sales, \$49.70.

Inventories, July 31, 1895.

Merchandise.....	\$239 10
Office Furniture.....	120 00
Int. and Dis. (Interest accrued).....	
Total.....	\$

Net Gain, \$—. Net Worth, \$—.

The transactions for the month of July are to be written up by Single Entry according to the directions given in Chapter VIII., pp. 121-131. As the books are to be kept by Double Entry during the month of August, an inventory must be taken at the end of July. See p. 135.

It is quite unnecessary to close the accounts in the Ledger, as no change in the form of the books is required. After the new accounts are opened the Ledger should balance. The student should distinguish between testing the equilibrium of the ledger and *closing* it. See page 59.

SET I.—Continued.

Books used—Journal, Cash Book, Bill Book and Ledger.

TRANSACTIONS.

———— August 3, 1895.

- Re-engaged C. P. Stewart as book-keeper at \$60 per month. Engaged Albert Cummings as clerk at \$35 per month. Bought of Hine & Farren, Toronto, goods as per invoice No. —, \$500. Gave in payment, cash \$200 and my acceptance at 10 days payable at the Bank of Ottawa for balance, \$—. Cash sales, \$45.70.
5. Paid my note favor of A. B. Hart as per B. B. per cheque, \$—. Paid cash for repairs, \$5.60. Cash sales, \$70.10.
5. Bought of Stovel & Co., Hamilton, goods as per invoice No. —, \$600 (5% off). Remitted in full payment a draft for which I issued a cheque. Exchange $\frac{1}{8}\%$. Paid freight per cheque, \$7.20. L. C. Fraser paid his note per cheque, which was deposited, \$—. Cash sales, \$48.65.
7. Sold James Miller on acct., 20 yds. English Tweed at \$1.20, 50 yds. Novelty Cloaking at \$1.40, \$—. Cash sales, \$64.80.
8. Paid cash for stationery and postage, \$1.60. Withdrew for private use, cash, \$25. Cash sales, \$49.75.
9. William Taylor paid with cash his note as per B. B. Face, \$—. Interest, \$—. Cash sales, \$75.20.
10. Bought of L. C. Gilroy a horse at \$80, a wagon at \$60, and a set of

- harness at \$20. Gave him my cheque to close acct., \$310. Amos Blackwell paid on acct., cash, \$10. Cash sales, \$75.60.
12. N. C. Burwash closed his acct. by giving an order on C. B. Harland for \$27.50 which was accepted, and his note at 10 days for balance, \$— . Paid cash for coal oil, \$2.40. J. C. Campbell prepaid his note as per B.B. Discount allowed, 60c. Proceeds deposited, \$— . Cash sales, \$48.25.
 13. Bought of Eaton & Sons, Toronto, on my acceptance at 10 days, goods as per invoice No. —, \$320. Retired M. C. Kerr's note as per B. B. on receiving cash, \$61.50, and a new note at 30 days bearing interest at 8%, for balance of old note, \$— . M. H. Cameron requested me to hold his note for 6 days, agreeing to pay interest at 10%, which was granted. Cash sales, \$65.70.
 14. J. H. Williams remitted his cheque in payment of his note, with interest, as per B. B., \$— . Amos Blackwell paid on acct. cash, \$10. Cash sales, \$49.60.
 15. Sold P. S. Somerville on his note at 30 days, 3 pcs. Scotch Tweed, 40 yds. at \$1.25, 42 yds. at \$1.20, 44 yds. at \$1.10, \$— . Deposited in bank, cash, \$200. Cash sales, \$64.25.
 16. A. B. Hart paid on acct. cash, \$60. Bought of Cooper & Hanson, at 65c. on the dollar, their entire stock invoiced at \$800. Gave in payment cash \$200, and my note at 30 days for balance, \$— . Paid for removing goods to store cash, \$7.50. Paid my acceptance favor of Hine & Farren, Toronto, per cheque, \$— . Cash sales, \$54.25.
 17. Paid cash for office desk, \$32. Cash sales, \$79.85.
 19. Received cash in payment of M. H. Cameron's note with interest, as per B. B., \$— . Cash sales, \$62.65.
 20. Sold C. B. Harland on acct., 15 yds. Scotch Tweed at \$1.25; 100 yds. Hf. Bl. Table Linen at 35c.; \$— . Paid C. P. Stewart on acct. of salary cash, \$20. James Miller paid on acct. cash, \$34. Cash sales, \$49.25.
 21. P. S. Somerville prepaid his note as per B. B. with his cheque on the Merchants Bank. Discount allowed, 80c. Sold A. C. Harrison on his note at one month, 2 Brown Beaver Overcoats at \$23.50; 25 yds. English Tweed at \$1.40; 15 yds. 12/4 Sheeting at 50c., \$— . Cash sales, \$62.70.
 23. Paid my note favor of Muir & Co., due this day with cash, \$— . Deposited in bank cash, \$400. Cash sales, \$39.85.
 24. Paid my acceptance favor of Stovel & Co., due this day per cheque, \$— . Paid Albert Cummings on acct. of wages cash, \$10. Cash sales, \$49.60.
 26. Bought of Harvey, Briggs & Co., Montreal, on my acceptance at 30 days, goods as per invoice No.—, \$575.50. Paid freight with cash, \$10.75. N. C. Burwash paid his note as per B. B. with

- cash, \$—. Paid my acceptance favor of Eaton & Sons, Toronto, per cheque, \$—. Cash sales, \$62.90.
27. Sold my horse to John Jones for \$70, and purchased from him another for \$80. Cash sales, \$59.20.
28. Sold J. G. Gibson on acct., 25 yds. Black Lustre at 56c.; 12 yds. Tweed Dress Goods at 75c.; 3 White Dress Shirts at \$1.25; 3 doz. Linen Collars at \$1.80; 5 Silk Neckties at 35c.; \$—. Deposited cash, \$350. Cash sales, \$60.30.
29. G. W. Irving settled his acct. by giving his note at one month, payable at the Bank of Commerce, \$—. Cash sales, \$72.25.
30. Sold James Scott, Jr., on acct., 50 yds. Can. Flannel at 30c.; 3 pcs. Scotch Tweed, 32 yds. each, at \$1.10; 25 yds. Black Cashmere at 62c.; \$—. Cash sales, \$65.75.
31. Paid C. P. Stewart balance of salary for the month per cheque, \$—. Paid Albert Cummings balance due him for the month per cheque, \$25. Paid cash for delivering goods, \$1.60. Sold horse, harness and wagon for cash, \$150. Cash sales, \$80.10.

Inventories, Aug. 31, 1895.

Merchandise.....	\$860 00
Office Furniture.....	152 00
Int. and Dis. (Interest accrued).....	

Total\$

Net Loss, \$—. Net Worth, \$—.

For the month of August the books are to be kept by Double Entry. All of the transactions will be put through the Journal Day Book, as shown on page 65. The Cash Book and the Bill Book will be used as auxiliaries.

At the end of the month, after testing the equilibrium of the Ledger, the student will close the books and make statements in proper form.

NOTE.—The student is expected to write correspondence, notes, drafts, cheques, etc. When the Set is completed, he should state clearly, referring to the work actually done, (i) the difference between Single and Double Entry Bookkeeping. (ii) the merits and defects of each. He should also—after the Set is thoroughly understood, but not before—endeavor to discover a less laborious or more practical method of obtaining the required results. (It is, of course, assumed that the student has already an elementary knowledge of the subject.)

SET II.

The transactions for Set II. are the same as for Set I.

For the month of July the books are to be kept by Double Entry, according to a practical method already described and illustrated. See Set VII., pp. 78-81. Instead of putting all the transactions through the Journal (Double Entry) as in Set I., two principal books are now used, viz., the Journal and the Cash Book, each having special columns. At the end of the month the books will be closed and statements will be made.

The work for the month of August is to be done by Single Entry, as described in Chapter VIII. The books will be closed at the end of the month and statements will be made.

NOTE.—When the student has completed Set II. he should state clearly, referring to his own work in each case (i) the fundamental difference between Single and Double Entry, (ii) the advantages of Double Entry over Single Entry, (iii) the difference between the methods (D.E.) adopted in Sets I. and II., (iv) the advantages of posting directly from more than one book, (v) the advantages of special money columns. This being done the student will be requested to suggest additional improvements that may be made in book-keeping. By this means he will become fully prepared to perform the practical sets which follow.

SET III.—EXPLANATIONS.

This is a Double Entry Set which presents the following special features:

(a) The business is carried on by a firm composed of two partners.
See Chap. VII

(b) The Journal has a special column for Mdse. Sales. The amount of sales of merchandise for the month will be posted in total directly to the Cr. side of the Merchandise Account in the Ledger. The form of Journal shown on page 79 will be adapted to the requirements of this set by eliminating the column for Mdse. Purchases.

(c) The Invoice Book is introduced as a principal book. The amount of purchases of merchandise for the month will be posted in total to the Dr. side of the merchandise account in the Ledger. See page 63.

(d) The Cash Book is used as a principal book. The form illustrated on pp. 80 and 81 will be found convenient. (See page 78.)

SET III.—GROCERY AND PROVISION BUSINESS.

PARTNERSHIP—TWO PARTNERS.

Books used—Journal, with a Special Column for Mdse. Sales, Cash Book, Invoice Book, Bill Book and Ledger, the first three as books of original entry.

TRANSACTIONS.

— — —, Sept. 2, 1895.

(*Student's name here*) and H. S. Harper have this day entered into a co-partnership to carry on a Retail Grocery and Provision Business at No. — — — Street, agreeing to share gains and losses according to investment. The business is to be conducted under the firm name of (*Student's surname here*) & Harper.

(*Student's name here*) investment :

Resources—Cash, \$2200. A. Cameron's note, due 10 days hence, for \$150.

J. H. May's acceptance for \$120, dated July 21, 1895, at 60 days, and payable at the Bank of Montreal. Geo. Watts owes on acct. \$100.

Liabilities.—Note in favor of Comstock & Co. for \$365, dated June 21, 1895, at 3 mos., bearing interest at 8%, and payable at the Bank of Montreal. Interest accrued on this note, \$—. Balance due to J. C. Ferguson on acct., \$37.25. Balance due to A. C. Jones on acct., \$57.65.

H. S. Harper's investment :

Resources.—Mdse., \$1800. Rent for month of Sept. paid in advance, \$40. Office Furniture on hand, \$50. Stationery on hand, \$5.65.

Liabilities.—Note in favor of Jas. A. Peters, dated May 1, 1895, at 5 mos., for \$125.

Engaged Herbert H. Williams, as clerk, at \$50 per month, and Amos Dagg, as errand boy, at \$10 per month.

Paid cash for repairing Office Furniture, \$1.25; for Lamps, \$4; for Coal Oil, \$2.50; for Fuel, \$8.50; for Advertising, \$5.75. Deposited in Bank of Montreal, \$1500. Bought of Sylvester & Co., Toronto, 5 bbls. Gran. Sugar, 300-20, 299-19, 318-21, 316-20, 318-21, at 4½c.; 3 bbls. Yellow Sugar, 340-20, 329-21, 342-20, at 3½c.; \$—. Gave in payment our cheque for \$68.50, and our acceptance at 10 days, payable at the Bank of Montreal, for balance, \$—. Sold Geo. Burton on acct., 15 lbs. Japan Tea at 45c.; 10 lbs. Coffee at 40c.; 60 lbs. Gran. Sugar at 5¼c.; 1 box Royal Crown Soap at \$4.75; 12 bush. Potatoes at 30c.; 75 lbs. Ham at 18c.; \$—. Cash sales, \$45.95.

3. A. Cameron prepaid his note with his cheque on the Imperial Bank; discount allowed, 45c. Sold M. L. McColl 12 qts. Mixed Pickles at 15c.; 125 lbs. Rolled Oats at 4c.; 180 lbs. Gran. Sugar at 5¼c.; 200 lbs. Yellow Sugar at 4¾c.; 3 doz. cans Peaches at \$3.75; 5 doz. cans Salmon at \$1.70; 4 gals. Vinegar at 35c.; 15 pails Blueberries at 60c.; 10 crates Peaches at \$1.10; received in full payment an order on J. C. Ferguson, which he has accepted, \$—. Bought of Anderson & Co., a safe for office, \$125; gave in payment our cheque for \$100, and our note at 30 days, payable at the Bank of Ottawa, for balance, \$—. Received from Geo. Watts, on acct., his cheque on the Union Bank for \$55. Deposited in bank, \$150. Cash sales, \$62.45.

4. H. S. Harper deposited as an addition to his investment cash, \$300. Sold S. H. Perry on acct., 30 lbs. Japan Tea at 45c.; 5 lbs. Coffee at 40c.; 5 gals. Coal Oil at 28c.; \$—. Sold H. D. Wilson on acct., 3 boxes Soda Biscuits at 25c.; 25 lbs. Smoked Ham at 15c.; 75 lbs. Bk. Bacon at 13c.; 2 Wash-tubs at 85c.; \$—. Received from J. C. Ferguson, his note at one month, payable at the Union Bank, in full payment of his acct., \$—. Cash sales, \$75.15.

5. Geo. Watts remitted on acct. his cheque on the Bank of Ottawa for \$20. Sold A. C. Jones on acct., 25 bush. Potatoes at 30c.; 45 lbs. Bk. Bacon at 14c.; 5 crates Peaches at \$1.05; 10 gals. Golden

- Syrup at 75c.; \$— . Bought of Lawrence & Co. for cash, 1 Office Desk, \$60. Deposited in bank, \$100. (*Student's name here*) withdrew for private use cash, \$50. Cash sales, \$95.50.
6. Sold A. B. Horne on acct., 2 cases Canned Peaches at \$4.00; 5 cases Canned Pears at \$4.25; 2 boxes Bloaters at \$1.25; 5 gals. M. Vinegar at 35c.; 3 sacks Rolled Oats at \$2.25; \$— . H. D. Wilson settled his acct. by an order on S. H. Wemyss, which was immediately paid with cash, \$— . Paid for repairs with cheque, \$10.20. H. S. Harper withdrew for private use per cheque, \$50. Paid Herbert H. Williams on acct. of salary cash, \$5. Cash sales, \$69.50.
 7. Bought of Martin & Co., Toronto, 8 sacks B. Rice, 250 lbs. each, at 3 $\frac{3}{4}$ c.; 4 sacks Patna Rice, 100 lbs. each, at 5c.; 5 sacks Pearl Tapioca, 100 lbs. each, at 4c.; 12 hf. bbls. Filiatra Currants, 200 lbs. each gross, tare 20 lbs. each, at 4 $\frac{3}{4}$ c.; 10 boxes Valencia Raisins, 30 lbs. each, at \$1.50, \$— . Gave in payment our cheque for \$132.60, and our acceptance at 30 days, payable at the Bank of Montreal, for balance, \$— . Paid Amos Dagg, on acct. of wages, cash, \$2. Cash sales, \$87.50.
 9. Sold S. H. Perry, on acct., 6 lbs. Ceylon Tea at 45c.; 9 cans Salmon at 12c.; 15 lbs. S. C. Ham at 16c.; 22 lbs. Bk. Bacon at 13c.; 2 sacks Rolled Oats at \$2.25; \$— . Deposited in bank, cash, \$200. Cash sales, \$52.10.
 10. Sold A. A. Caskey, 3 boxes Bloaters at \$1.30; 5 bush. Potatoes at 30c.; 15 doz. Eggs at 12c.; \$— . Received his cheque in full payment. Sold A. D. Murray 40 bush. Potatoes at 30c.; 15 sacks of Gran. Oatmeal at \$2.20; \$— . Received in payment an order on S. H. Perry. Cash sales, \$49.65.
 11. Bought of Sylvester & Co., Toronto, 2 bbls. Golden Syrup, 79 gals., 81 gals., at 38c.; \$— . Gave cheque in full payment. Deposited in bank, cash, \$100. S. H. Perry refused to accept A. D. Murray's order and it was returned. Mr. Murray immediately gave his note at 10 days, payable at the Imperial Bank, for the full amount of his indebtedness, \$— . Cash sales, \$76.20.
 12. Sold Geo. Burton on acct., 10 gals. Vinegar at 35c.; 25 lbs. Cheese at 13c.; 5 doz. Eggs at 15c.; 3 lbs. Corn Starch at 8c.; 12 lbs. Tapioca at 4 $\frac{1}{2}$ c.; \$— . Cash sales, \$35.72.
 13. Prepaid per cheque, note in favor of Jas. A. Peters, as per B.B. Discount allowed, 60c. Cash sales, \$48.65.
 14. Bought of Long & Wismer, Toronto, 500 lbs. Bk. Bacon at 11c.; 1000 lbs. S. C. Ham at 12c.; 451 lbs. Spiced Roll at 10c.; \$— . Gave in payment our acceptance at 10 days, payable at the Bank of Montreal. Cash sales, \$72.35.
 16. Paid per cheque our acceptance favor of Sylvester & Co., due this

- day, \$— . Sold A. C. Jones on acct., 25 sacks Oatmeal at \$2.40 ; 120 lbs. S. C. Ham at 16c. ; \$— . Cash sales, \$27.60.
17. Bought of Smith & Sons, Montreal, 20 bbls. Patent Process Flour at \$3.50 ; 10 bbls. Strong Baker's Flour at \$3.00 ; 50 sacks Rolled Oats, at \$1.50 ; \$— . Gave in payment our acceptance at 30 days, payable at the Bank of Commerce. Paid freight per cheque, \$12.40. Cash sales, \$39.75.
 18. Paid Herbert H. Williams on acct. of salary, per cheque, \$15. Cash sales, \$59.45.
 19. Deposited in bank cash, \$150. Sold Geo. Watts on acct., 150 lbs. Ham at 15c., 10 sacks Oatmeal at \$2.25 ; \$— . Cash sales, \$48.72.
 20. A. B. Horne paid on acct., per cheque, \$12.50. Deposited in bank, cash, \$48.50. Cash sales, \$39.70.
 21. S. H. Perry paid on acct., per cheque, \$16.90, which was immediately deposited. Sold N. Cairns on his note at 2 months, payable at the Bank of Montreal, 75 lbs. Gran. Sugar at 5c., 150 lbs. Yellow Sugar at 4½c., 28 lbs. Ceylon Tea at 40c., 180 lbs. Butter at 12c., 3 cases Canned Mackerel at \$5.40, 5 sacks Cornmeal at \$2.10 ; \$— . Cash sales, \$75.20.
 23. J. H. May paid his acceptance in full as per B. B., and the bank has placed the amount to our credit, \$— . Cash sales, \$45.90.
 24. Issued a cheque in full payment of our note due this day, favor of Comstock & Co., as per B. B. Face, \$— . Interest, \$— . Total, \$— . A. D. Murray paid his note due this day, as per B. B., with cash, \$— . Cash sales, \$52.55.
 25. Sold H. D. Wilson on acct., 3 lbs. Mixed Spice at 25c., 5 gals. Molasses at 50c., 6 gals. Wh. W. Vinegar at 30c. ; \$— . Geo. Watts paid on acct., cash, \$30. Deposited in bank, cash, \$75.50. Cash sales, \$49.20.
 26. Bought of Sylvester & Co., Toronto, on our acceptance at 30 days, payable at the Bank of Montreal, 6 hf. chests Congou Tea, 59-9, 61-10, 58-9, 62-10, 62-11, 59-10, at 20c. ; 6 hf. chests Japan Tea, 70-10, 74-11, 75-12, 69-9, 73-11, 72-10, at 20c ; \$— . Cash sales, \$28.40.
 27. At our request the bank paid our acceptance due this day, favor of Martin & Co., as per B. B., \$— . Cash sales, \$44.90.
 28. Deposited in bank, cash, \$100. Sold S. H. Mason on his note at 2 mos., payable at the Bank of Montreal, 175 lbs. Bacon at 13c., 400 lbs. Ham at 15c. ; \$— . Cash sales, \$60.50.
 30. Paid Herbert H. Williams, per cheque, balance of month's salary, \$— . Paid Amos Dagg, per cheque, balance of month's wages, \$— . J. C. Ferguson prepaid his note as per B. B. Discount allowed, 25c. Proceeds deposited in bank, \$— . Cash sales, \$54.90.

Inventories.

Merchandise.....	\$1317 70
Office Furniture.....	235 00
Student's Net Investment	\$ _____
" " Gain.....	_____
" " Worth.....	\$ _____
H. S. Harper's Net Investment.....	\$ _____
" " Gain.....	_____
" " Worth.....	\$ _____

NOTE.—The student is expected to write all cheques, drafts, invoices, etc., in proper business form, close the Ledger, and make a Financial Statement as shown on page 95. For instructions as to the method of dealing with partners' accounts see Chap. VII.

SET IV.—EXPLANATIONS.

This Set is a continuation of Set III. The new features are

- (a) A third partner is admitted into the business.
- (b) Shipments and consignments are dealt with. See Chap. VI.
- (c) The Sales Book is introduced as a book of original entry.

THE SALES BOOK.

As the Sales Book will contain a record of all sales of mdse. the special column which appeared in the Journal for the month of July will be dispensed with. At the end of August the total amount of sales for the month (cash sales excepted) will be posted from this book directly to the Cr. side of the Merchandise Account in the Ledger. See pp. 82 and 86.

THE CASH BOOK.

The Cash Book for this month assumes a more practical form than that given on pp. 80 and 81. Two additional special columns appear on the right hand or Cr. side, one for "Bills Payable" and the other for "Freight." The amount of cash deposited in bank is regarded as cash on hand in accordance with the usual practice in actual business. This being the case it will be necessary when testing the correctness of the Cash Book at the close of each day, to take into account the balance on deposit as shown by the Bank Cheque Book. See pp. 52 and 136.

If the balance shown by the Cash Book does not correspond in amount to the cash on hand, as found by actually counting it, the error should be discovered if possible before the business of the next day is begun. If it cannot be located a "correction" entry should be made crediting Merchandise when there is a surplus, or debiting the Cashier when there is a shortage. If the error is found afterwards counter entries will, of course, be made.

SET IV.—GENERAL PROVISION AND SHIPPING BUSINESS.

PARTNERSHIP—THREE PARTNERS.

Books used—Journal, Cash Book, Invoice Book, Sales Book, Bill Book and Ledger, the first four as books of original entry.

TRANSACTIONS.

—Oct. 1, 1895.

(*Student's name here*) and H. S. Harper have this day admitted Stewart Kennedy as a partner to carry on a General Provision and Shipping business under the firm name of (*Student's surname here*) Harper & Co. They agree to share gains and losses according to investment.

Stewart Kennedy invests cash, \$1200; Mdse., \$1100.

2. Paid in advance rent for month of Oct., with cash, \$40. Took out an open policy of insurance on warehouse and contents for \$5000 at $\frac{5}{8}\%$. Paid premium per cheque, \$—. Increased Herbert H. Williams' salary to \$75 per month and Amos Dagg's wages to \$15 per month. Deposited in bank cash, \$2000.
3. Shipped to Ferguson & Sons, St. Catharines, to be sold on our acct. and risk, 20 Dressed Hogs, 5280 lbs. at \$5.50; \$—. Paid shipping expenses per cheque, \$12.50. Cash sales, \$75.30.
4. Bought of Smith & Sons, Montreal, 25 bbls. Patent Process Flour at \$3.50; 10 bbls. Strong Baker's Flour at \$3.00; 20 sacks Gran. Oatmeal at \$1.75; 10 sacks Rolled Oats at \$1.50; 22 sacks Cornmeal at \$1.75; \$—. Remitted in full payment a bank draft for which we issued our cheque (exchange $\frac{1}{8}\%$). Paid freight per cheque, \$11.60. Cash sales, \$79.20.
5. Sold Geo. Watts 5 bbls. Patent Process Flour at \$3.75; 5 bbls. Strong Baker's Flour at \$3.25; 200 lbs. Long Clear Bacon at 10c.; 500 lbs. Bk. Bacon at 13c.; 20 tubs Lard, 60 lbs. each, net, at 10c.; 2 sacks Standard B. Rice, 250 lbs. each, net, at 5c.; \$—. Received in payment J. Elliott's note in favor of purchaser, dated Sept. 18, at 30 days, payable at the Bank of Commerce, for \$200; the balance to remain on acct., \$—. Cash sales, \$72.10.
7. Shipped to Miller & Anderson, Kingston, to be sold on our acct. and risk, 10 bbls. Patent Process Flour at \$3.50; 10 bbls. Can. Heavy Mess Pork at \$15; 500 lbs. Pickled Pork at 10c.; \$—. Paid shipping expenses, per cheque, \$8.50. Paid for repairing store with our order on H. D. Wilson, \$5.05. Paid per cheque our note in favor of Anderson & Co., as per B.B., \$—. Cash sales, \$84.90.
8. Received from A. L. Young, Walkerton, to be sold on his acct. and risk, 300 boxes Factory Cheese, 19800 lbs. gross, tare 1800 lbs.,

invoiced at 7c.; paid freight, per cheque, \$7.55. Cash sales, \$80.90.

9. Ferguson & Sons, St. Catharines, rendered an acct. sales of goods shipped to them on the 3rd inst. Our net proceeds, \$330. They remitted a sight draft on R. C. Wagner for \$230, and credited us for the balance, \$—. Deposited in bank, cash, \$200. Geo. Watts settled his acct. in full with his note at 30 days, payable at the Bank of Montreal, \$—. Paid H. H. Williams \$10 cash on acct. of salary. Cash sales, \$75.40.
10. Sold T. H. Armstrong from A. L. Young's consignment, No. 1, 200 boxes Factory Cheese, 13220 lbs. gross, tare 1220 lbs., at 8 $\frac{3}{4}$ c.; \$— . Received in payment his cheque for \$800 and his note at 10 days, payable at the Bank of Commerce, for balance, \$—. Accepted A. L. Young's draft on us at 30 days, payable at the Bank of Montreal, for \$1000. Paid our acceptance, favor of Martin & Co., as per B. B., per cheque, \$—. Cash sales, \$90.45.
11. (*Student's name here*) withdrew for private use, cash, \$55.91. Purchased a warehouse for \$1100, for which we issued our cheque. Deposited in bank, cash, \$700. Bought of Geo. Burton 10 Dressed Hogs, 2760 lbs., at \$5.50. Gave him our note at 2 months, payable at the Bank of Montreal, to balance acct., \$—. Cash sales, \$60.15.
12. Sold Geo. Watts from A. L. Young's consignment, No. 1, 100 boxes Factory Cheese, 6000 lbs. net, at 8 $\frac{1}{2}$ c.; \$—. Received in payment Peter Campbell's sight draft on R. C. Morrow for \$400 and cash for balance, \$—. Sold A. McKercher 200 lbs. S. C. Ham at 13c., 50 lbs. Congou Tea at 35c., 25 lbs. Mocha Coffee at 40c.; \$—. Received in payment an order on K. L. Camp for \$40, the balance to remain on acct., \$—. H. S. Harper withdrew for private use, cash, \$19. Cash sales, \$72.10.
14. Rendered A. L. Young an acct. sales of his first consignment, charging 2% commission, \$3.50 for storage, \$1.80 for drayage, and \$1.50 for insurance. Net proceeds, \$—. Remitted T. H. Armstrong's note as per B. B. (taken at face value) and cash for balance due the shipper, \$—. Cash sales, \$87.60.
15. Bought of Scott & Jameson, Montreal, 30 bbls. Labrador Herring, at \$5.50; 20 hlf. bbls. Newfoundland Herring, at \$2.50; \$—. Remitted a draft in full payment, for which we issued our cheque. (Exchange $\frac{1}{8}$ %) Paid freight per cheque, \$7.60. Purchased a horse for \$75, and a dray for \$42, per cheque; \$—. Paid cash for repairing store, \$5. S. H. Perry settled his account by giving an order on Kellogg & Co., which they paid per cheque; \$—. Cash sales, \$52.25.
16. Bought of Scott & Jameson, Montreal, to be shipped to Ferguson & Sons, St. Catharines, for sale on our acct. and risk, 50 bbls.

- Labrador Herring at \$5.60. Gave in payment our acceptance at 30 days, payable at the Bank of Montreal, \$—.
- Sold J. H. Macpherson, on acct., 5 bbls. Patent Process Flour at \$3.80; 6 bbls. Strong Baker's Flour at \$3.40; 200 lbs. Bk. Bacon at 13c.; 50 lbs. Japan Tea at 37c.; 100 lbs. Patna Rice at 7c.; \$—.
- Paid for advertising, cash, \$10.50. Prepaid our acceptance favor of A. L. Young, as per B.B.; discount at 6% allowed. Remitted a bank draft which we purchased with cash, \$—.
- (Exchange $\frac{1}{8}\%$.) Deposited in bank, cash, \$300. Cash sales, \$75.60.
17. Stewart Kennedy withdrew, for private use, \$100, per cheque. Bought of James Long, 100 Dressed Hogs, 24,050 lbs. at \$5.40. Gave cheque in full payment, \$—.

Shipped directly 50 of these Hogs, 12,000 lbs., to Ferguson & Sons, St. Catharines, to be sold on our acct. and risk. Paid Shipping Expenses, per cheque, \$9.50. Miller & Anderson, Kingston, rendered an acct. sales of our shipment to them of the 7th inst. Net Proceeds, \$259.60. They remitted a draft on the Bank of Commerce, purchased with that amount. (Exchange $\frac{1}{8}\%$.) Cash sales, \$72.80.
 18. Received A. L. Young's second consignment, consisting of 120 boxes of Cheese, 6720 lbs. gross, tare 660 lbs., invoiced at $7\frac{1}{2}$ c. Paid freight, \$3.60, per cheque. Paid H. H. Williams, cash on acct. of salary, \$15. Bought of A. C. Jones, on acct., 2500 lbs. Beef at $4\frac{1}{2}$ c.; 300 bush. Potatoes at 25c., \$—.

A. B. Horne, paid on acct., cash, \$17.75. Cash sales, \$77.35.
 19. Geo. Watts prepaid his note as per B.B., discount at 6%. Proceeds deposited, \$—.

Paid A. C. Jones on acct., cash, \$87.50. Paid cash for postage and stationery, \$2.60. Cash sales, \$60.
 21. J. Elliott paid his note as per B. B., per cheque, \$—.

Paid our acceptance favor of Smith & Sons, as per B. B., with cash, \$—.

Sold A. H. Smith, on acct., 15 lbs. Rio Coffee at 30c.; 12 lbs. Mocha Coffee at 45c.; 25 lbs. Carolina Rice at 9c.; 100 lbs. Gran. Sugar at 5c.; 100 lbs. Bright Yellow Sugar at 4c.; 100 lbs. Bk. Bacon at 13c.; 2 bbls. Labrador Herring at \$6. \$—.

Cash sales, \$70.10.
 22. Drew on Ferguson & Sons, St. Catharines, at 10 days for \$200. Paid cash for cleaning store, \$1.50. Sold Andrew Laing on acct. 5 bbls. Flour at \$3.50, 2 sacks Oatmeal at \$2; \$—.

Cash sales, \$61.90.
 23. Sold to James A. Black 118 boxes of Factory Cheese, 5960 lbs. net, at 9c., this being the whole of A. L. Young's second consignment (2 boxes damaged) received on the 18th inst. Received in full payment his cheque on the Bank of Commerce. \$—.

K. L. Campbell paid on acct., cash, \$15. Sold A. McKercher on acct., 5 tins, 25 lbs. each, choice Ground Coffee at 45c., 2 sacks Japan Rice at \$5, 3 sacks Pearl Tapioca at \$3.50, 5 pails Lard, 20 lbs. each net, at 11c.; \$—.

Cash sales, \$64.10.

24. Rendered A. L. Young an acct. sales of his second consignment, charging 2% commission, \$1.60 for storage, \$1.10 for drayage, and \$1.20 for insurance. Net proceeds, \$— . Remitted a draft purchased with cash for amount due the shipper. (Exchange $\frac{1}{8}\%$.) Cash sales, \$35.20.
25. Sold A. G. Hay on his note at 2 months, payable at the Bank of Montreal, 120 lbs. Gran. Sugar at 5c. ; 10 lbs. Congou Tea at 38c. ; 6 lbs. Mocha Coffee at 45c. ; 3 kegs Mixed Pickles, 5 gals. each, at 50c. ; \$— . Cash sales, \$44.50.
26. Received from Ferguson & Sons, St. Catharines, an acct. sales of shipment to them of the 16th inst. Net proceeds, \$302.50. They remitted their cheque for the whole amount due to us up to date, \$— . Bought of John Cameron, for cash, 50 tubs Dairy Butter, 2630 lbs. net, at 12c., \$— . Cash sales, \$63.70.
28. A. B. Horne closed his acct. by an order on A. C. Jones which Mr. Jones accepted, \$— . Drew on Ferguson & Sons, St. Catharines, at 10 days for \$300. Cash sales, \$70.20.
29. Shipped to Miller & Anderson, Kingston, to be sold on our acct. and risk, 180 bbls. Superior Flour, which we have this day purchased from Cummings & Co. for cash, at \$3 per bbl. Paid shipping expenses, per cheque, \$12.50. Paid our acceptance favor of Sylvester & Co., per cheque, \$— . Cash sales, \$58.75.
30. Sold James Mason, on his note at 30 days, 5 bbls. Mess Pork at \$15 ; 200 lbs. Bk. Bacon at 13c. ; \$— . Cash sales, \$65.50.
31. Paid H. H. Williams balance of salary for Oct., per cheque, \$— . Paid Amos Dagg, wages, for Oct., per cheque, \$— . A. McKercher paid on acct., cash, \$40. Cash sales, \$89.30.

Inventories.

Merchandise	\$1462 54
* Shipment to Ferguson & Sons, No. 3	657 50
Shipment to Miller & Anderson, No. 2.....	552 50
Expense	117 00
Office Furniture.....	235 00
Real Estate	1100 00
Insurance (unexpired).....	16 00

Total\$4140 54

Student's Net Investment\$———

“ “ Gain..... ———

“ “ Worth..... \$———

* The goods belonging to this shipment were invoiced at \$648 ; the shipping expenses amounted to \$9.50. As it may be reasonably assumed that the firm's interest in the shipment is actually worth the invoice price of the goods plus the amount of shipping expenses, the shipment account may very properly be closed "By Bal. Inv." \$657.50. This is a point, however, on which there is by no means unanimity of opinion. The student should be able to make closing entries corresponding to different views held.

H. S. Harper's Net Investment.....	\$	_____
“ “ Gain	_____	
“ “ Worth.....	\$	_____
Stewart Kennedy's Net Investment....	\$	_____
“ “ Gain.....	_____	
“ “ Worth	\$	_____

NOTE.—The student is expected to write all cheques, drafts, invoices, etc., in proper business form, close the Ledger, and make a Financial Statement.

SET V.—EXPLANATIONS.

This Set is a continuation of the previous one. Its most important features are :—

- (a) The admission of a fourth partner.
- (b) The introduction of Shipment Co. and Merchandise Co. accounts. See pp. 102 and 103.
- (c) The transferring of accounts from an old Ledger to a new one. See page 139.

SET V. — WHOLESALE PROVISION AND COMMISSION BUSINESS.

Books used—The same as for Set IV.

PARTNERSHIP—FOUR PARTNERS.

_____, Nov. 1, 1895.

The firm having this day decided to carry on a Wholesale Provision and Shipping Business, sold at cost to C. A. Harvey \$1365 worth of goods from store. Received in payment, cash, \$1000, and C. A. Harvey's note at 3 months, endorsed by A. C. Jones for balance, \$—. This note bears interest at 7%, and it is payable at the Bank of Montreal.

J. S. Craig is admitted as a partner, gains and losses to be shared in proportion to investment. Mr. Craig invests cash, \$800, and Mdse., \$1500.

Leased warehouse formerly occupied to C. A. Harvey at \$20 per month, and rented J. S. Craig's office and warehouse for our use at \$45 per month.

Re-engaged Herbert H. Williams as accountant at \$80 per month; increased Amos Daggs wages to \$25 per month.

2. K. L. Campbell paid cash in full of acct, \$—. Sold J. H. Orr 10 bbls. Superior Flour at \$3.20; 10 sacks Cornmeal at \$2; 15 sacks Rolled Oats at \$1.75; 20 kegs Mixed Pickles, 5 gals. each, at 40c.; \$—. Received in payment cash, \$18.25, and his acceptance at 30 days for balance, \$—. Deposited in bank, cash, \$1000.

4. Bought of Murray & Scott, Guelph, for cash, 100 sacks Gran. Oatmeal at \$1.75; 50 sacks Rolled Oats at \$1.52; 20 bbls. Shoulder Mess Pork at \$13; 10 tubs Creamery Butter, 66, 65, 67, 69, 58, 58, 56, 59, 67, 69, tare 9 lbs. each, at 15c., \$— . Ferguson & Sons paid their acceptance due this day as per B.B. per bank draft in our favor, \$— . Paid for Office Books and Stationery cash, \$10.
5. Ferguson & Sons, St. Catharines, rendered an acct. sales of our third shipment to them. Our net proceeds, \$687.50. They remitted a bank draft purchased with the amount due us, \$— . J. H. McPherson paid on acct. cash, \$50.
6. Shipped to Miller & Co., Goderich, to be sold on joint acct. and risk, each one-half, 150 bbls. Northern Spy Apples at \$1.80; 210 bbls. Snow Apples at \$2; \$— . Paid shipping expenses per cheque, \$20. J. S. Craig withdrew, for private use, per cheque, \$33.34.
7. Received from A. L. Young, Walkerton, to be sold on joint acct. and risk, each one-half, 150 boxes Factory Cheese, 9750 lbs. gross, tare 850 lbs., at 7½c., \$— . Paid freight, per cheque, \$4.50. A. McKercher gave us an order on A. C. Jones for \$21.90, in part payment of acct.
8. Miller & Anderson rendered an acct. sales of our second shipment to them. Our net proceeds, \$582.20. They remitted a sight draft on Hutchings & Co. for \$200, an order on C. L. Cowan for \$200, and cash for balance, \$— . Mr. Cowan immediately paid the order per cheque.
9. Sold Johnson & Watson, for cash, from A. L. Young's consignment, on joint acct. of the 7th inst., 100 boxes Factory Cheese, 6520 lbs. gross, tare 560 lbs., at 10c., \$— . Drew on Miller & Co., Goderich, at 30 days, for \$200. Sold C. A. Harvey 20 sacks Gran. Oatmeal at \$1.90; 5 bbls. Mess Pork at \$14.50; 300 lbs. Bk. Bacon at 12c.; 15 tubs Lard, each 60 lbs. net, at 9½c.; 10 bbls. Labrador Herring at \$5.80; 10 bbls. Dairy Salt at \$1.40; \$— . Received in payment cash \$100, and his acceptance at 30 days, payable at the Bank of Montreal, for balance, \$— .
11. S. H. Mason prepaid his note as per B.B. Discount allowed 30c. Proceeds deposited, \$— . Ferguson & Sons remitted a draft in payment of their note as per B.B., \$— . Accepted A. L. Young's draft on us at 10 days, payable at the Bank of Montreal, for \$300.
12. Bought of Phelps & Orr, Kincardine, 500 bbls. Fine Salt at \$1.20. Remitted in full payment a bank draft, for which we issued our cheque, \$— . Paid freight \$15.50, per cheque. Discounted C. A. Harvey's note as per B. B., at 8%. Proceeds deposited, \$— .
13. Shipped to Ferguson & Sons, St. Catharines, for sale on joint acct., each one-half, 250 sacks Gran. Oatmeal at \$1.60, 50 sacks of which was taken from store and the remainder was purchased from Denny & Co. for cash. Paid shipping expenses, per cheque, \$8.20.

14. Bought of J. H. Douglas for shipment to Brown & Co., Hamilton, on joint acct. and risk each one-half, 140 tubs Dairy Butter, 7500 lbs. net, at 12c. Gave our cheque in payment. Paid for shipping expenses, cash, \$10.60. Paid A. C. Jones in full of acct., cash, \$—.
15. Sold H. L. Dunbar the remainder of A. L. Young's consignment on joint acct. of the 7th inst., 50 boxes Factory Cheese, 3230 lbs. gross, 290 lbs. tare at 10½c.; 100 bbls. Fine Salt at \$1.25 from store; \$—.
- Received in payment Kerr & Co.'s sight draft on J. H. Douglas for \$200, and cash for balance, \$—.
- Paid for advertising, per cheque, \$10.
16. Miller & Co. rendered an acct. sales of our shipment (first) to them on joint acct., of the 6th inst. Our ½ net proceeds, \$380. They remitted in part payment a sight draft on Cairns & Halliday for \$200.
18. Rendered an acct. sales of A. L. Young's consignment on joint acct. of the 7th inst. Charges: Freight, \$4.50; drayage, \$1.10; storage, 1c. per box, \$—; insurance, \$1.20; commission, 2% on sales, \$—.
- Our ½ net proceeds, \$—.
- A. L. Young's ½ net proceeds, \$—.
- Remitted a bank draft purchased with cash for whole amount due the consignor, \$—.
- Purchased a new office safe for \$175. The old safe given as part payment, \$120; the balance paid per cheque, \$—.
- Paid our acceptance favor of Scott & Jameson as per B. B., per cheque, \$—.
19. Ferguson & Sons, St. Catharines, rendered an acct. sales of our shipment (first) to them on joint acct., of the 13th inst. Our ½ net proceeds, \$215. They remitted a sight draft on Hilker & Co. for \$250 and their note at one month, dated Nov. 18, 1895, and payable at the Bank of Commerce, to close acct., \$—.
20. Discounted at 8% Ferguson & Sons' note, dated 18th inst., as per B. B. Proceeds deposited, \$—.
21. Andrew Laing did \$10 worth of work at repairing store; the amount is placed to his credit.
22. Brown & Co., Hamilton, rendered an acct. sales of our shipment (first) to them on joint acct. of the 14th inst. Our ½ net proceeds, \$470.30, which amount they have placed to our credit. Paid Herbert H. Williams \$25, per cheque, on acct. of salary.
23. Sold Baker & Son 300 bbls. Fine Salt at \$1.30; 30 sacks Gran. Oatmeal at \$1.90; \$—.
- Received in payment J. F. Hooper's sight draft on A. Cameron for \$150, a "marked" cheque on the Bank of Commerce for \$100, the balance on acct., \$—.
24. Paid our acceptance favor of A. L. Young, as per B.B., with our cheque, \$—.
- Paid Amos Dagg, on acct. of wages, per cheque, \$5.
25. Received from Miller & Co., Goderich, for sale on joint acct. and risk, each one-half, 500 bbls. Fine Salt at \$1.00. They paid

- shipping expenses, \$10, and on receiving the goods we paid freight, \$25, per cheque.
26. Compromised with Neil Cairns for the payment of his note (past due) at 60c. on the dollar. Proceeds deposited, \$—.
 28. Sold James Hay, for cash, from Miller & Co's consignment on joint acct. of the 25th inst., 300 bbls. Fine Salt at \$1.25. Paid cash for stationery, \$5; for telegram, 50c.
 29. Shipped to Ferguson & Sons, St. Catharines, for sale on joint acct. and risk, each one-half, 150 Dressed Hogs, 30,600 lbs., which we purchased from H. D. Currell at \$5.30. Gave in payment James Mason's note as per B.B., \$—, our sight draft on Baker & Son, for \$100, and cash for balance, \$—.
 30. Sold C. A. Harvey, for cash, the remainder of Miller & Co's consignment on joint acct. of the 25th inst., 200 bbls. Fine Salt at \$1.25. Rendered an acct. sales of the same, charging 2% commission, 2c. per bbl. for storage, \$6.50 for drayage, and \$1.80 for insurance. Our $\frac{1}{2}$ net proceeds, \$—. Paid H. H. Williams balance of salary for month, per cheque, \$—. Paid Amos Dagg balance of wages for month, per cheque, \$—. C. A. Harvey paid rent for warehouse with cash, \$20. Paid J. S. Craig the amount due him for rent per cheque, \$—.

Inventories.

Merchandise.....	\$1396 91
Shipment Co. No. 4. (F. & S.).....	810 90
Expense.....	114 10
Office Furniture.....	280 00
Real Estate.....	1100 00

Total Net Gain, \$—. Net Gain of each Partner, \$—. Net Worth of each Partner, \$—.

NOTE.—The student will write all correspondence, notes, drafts, cheques, etc., in connection with the business. At the end of the month the books will be closed and a financial statement will be made.

SYNOPTIC STATEMENT.

A synoptic statement similar to that given below is of much practical value to the manager of a business, as it presents at a glance the most important results of the business for different periods—months, half-years, or years, as may be desired—thus affording proper data on which to base such comparisons as are necessary for determining the best course to pursue in future. The student will make out from the financial statements for Set III., Set IV., and Set V., a comparative statement of the following form :

Synoptic Financial Statement—Sets III., IV. and V.

<i>Resources.</i>					SEPT.	OCT.	NOV.
<i>Personal Accounts in our favor.</i>						
<i>Cash on hand</i>						
<i>Bills Receivable on hand</i>						
<i>Merchandise (Inv.)</i>						
<i>Office Furniture (Inv.)</i>						
<i>Real Estate (Inv.)</i>						
<i>Shipments (Inv.)</i>						
<i>Shipment Cos. (Inv.)</i>						
<i>Expense (Inv.)</i>						
<i>Insurance (Unexpired)</i>						
<i>Total</i>						
<i>Liabilities.</i>							
<i>Personal Accounts against us</i>						
<i>Bills Payable outstanding</i>						
<i>Total</i>						
<i>Present Worth of Firm</i>						
<i>Gains.</i>							
<i>Merchandise</i>						
<i>Shipments</i>						
<i>Shipment Cos.</i>						
<i>Mdse. Cos.</i>						
<i>Commission</i>						
<i>Storage</i>						
<i>Drayage</i>						
<i>Insurance</i>						
<i>Int. and Exch.</i>						
<i>Total</i>						
<i>Losses.</i>							
<i>Expense</i>						
<i>Salaries</i>						
<i>Rent</i>						
<i>Freight</i>						
<i>Insurance</i>						
<i>Office Furniture</i>						
<i>Int. and Exch.</i>						
<i>Shipments</i>						
<i>Bills Receivable</i>						
<i>Total</i>						
<i>Net Gain for Firm</i>						

Synoptic Financial Statement—(Continued).

(Student's name here.)	SEPT.		OCT.		NOV.	
Net Investment						
" Gain						
" Loss						
Net Worth						
<i>H. S. Harper.</i>						
Net Investment						
" Gain						
" Loss						
Net Worth						
<i>Stewart Kennedy.</i>						
Net Investment						
" Gain						
" Loss						
Net Worth						
<i>J. S. Craig.</i>						
Net Investment						
" Gain						
" Loss						
Net Worth						
Total Purchases for Month						
Total Sales " "						
Rate % of Gain on Net Sales						
" " Loss "						
" " Gain on Net Investment						
" " Loss "						

SET VI.—MANUFACTURING BUSINESS.

Books used—Journal, with a Special Column for Mdse. Sales, Cash Book, Bill Book, Time Book and Ledger.

—, March 2, 1896.

H. L. Thompson and (Student's name here) have this day formed a co-partnership for the purpose of carrying on a General Biscuit and Confectionery Manufacturing Business under the firm title of Thompson & (Student's surname here). Either partner is to be allowed interest at the rate of 8% per annum on the excess of his investment over that of the other. After deducting such interest gains and losses are to be shared equally.

Received from Holden & Co. a lease for a period of 5 years of their buildings, machinery, etc., situate on the corner of Wellington and Hargrave Streets, at the rate of \$2400 per annum, payable monthly.

H. L. Thompson invests cash \$7500, C. S. Gilroy's note dated Jan. 9, 1896, at 2 months, payable at the Bank of Montreal, for \$1095, bearing interest at 8%. Int. accrued, \$— . Total, \$— .

(*Student's name here*) invests cash \$3000, material for Biscuit Department valued at \$2500. Total, \$— .

Bought of Holden & Co. for cash their entire stock of material and manufactured goods as per inventories :

Material for Biscuit Department.....	\$ 500 00
Material for Confectionery Department.....	2000 00
Manufactured Goods—Biscuits.....	800 00
Manufactured Goods—Confectionery.....	400 00
	<hr/>
	\$3700 00

Engaged David Graham as accountant at \$900 per annum, Miss Mary Marrs as typewriter at \$32 per month, James Calder as general stock-keeper at \$60 per month, Amos C. Hine as foreman of Biscuit Manufacturing Department at \$720 per annum, C. S. Miller as foreman of Confectionery Manufacturing Department at \$720 per annum, J. S. Riggs, A. F. Ney, B. C. Cooper, Stephen Lane, J. K. Culver, B. S. Milloy, Charles Watt, at \$1.80 per day, M. Cassells, C. A. Fisher, A. M. Kennedy, R. Rhodes, E. H. Gilmour, M. K. Sturrock at \$1.00 per day, M. A. Stratton, H. C. Fraser, at 80c. per day. Employees are to be paid on the last day of each month; services to be reckoned from beginning of March. Bought of The Copp Clark Co., Toronto, for cash, a set of Office Books, \$30.

2. Bought of Martin & Mitchell, Goderich, Flour, etc., for Biscuit Department, as per Invoice No.—, \$460. Gave in payment our acceptance at 15 days, payable at the Bank of Montreal. Paid cash for freight, \$18.60. Bought of Bole & Co., Toronto, for cash, Sugar, etc., for Confectionery Department, as per Invoice No.—, \$350. Paid cash for freight, \$20. Sold Cameron & Campbell 10 crates Soda Biscuits, each containing 48 cartons at 20c; 50 boxes Imperial Biscuits, 25 lbs. each at 15c.; 5 bbls. Mixed Candies, 240 lbs. each at 8c.; \$— . Received in payment their acceptance at 15 days, payable at the Merchants Bank. Deposited in the Bank of Montreal, cash, \$5000.
3. Took out Insurance Policy for \$6000 (each department \$3000), for one year. Paid premium, per cheque, \$120. Bought of Ellis & Sons, Hamilton, Essences, etc., for Confectionery Department, as per Invoice No.—, \$240. Remitted draft in payment, for which we issued our cheque (Exchange $\frac{1}{8}\%$). Paid cash for freight, \$6.20.

Sold J. A. McLeod, for cash, 20 bbls. Arrowroot Biscuits, 1200 lbs. at 11c.; 10 bbls. Fruit Biscuits, 700 lbs. at 10c.; 200 boxes Oyster Biscuits, 4000 lbs. at 7c., \$—. Sold James Markham, Clinton, on his acceptance at 15 days, payable at the Merchants Bank, 50 pails Acid Drops, 1250 lbs. at 12c.; 5 pails Licorice Pellets, 140 lbs. at 30c.; 50 bottles Assorted Tablets at \$1, \$—. Sold Harvey & Kennedy, Seaforth, 100 boxes Arrowroot Biscuits, 1700 lbs. at 6c.; 5 bbls. Maple Chocolates, 1020 lbs. at 18c.; 30 boxes Wrapped Taffy at \$1; \$—. Received in payment their acceptance at 30 days.

4. Sold J. H. Howell, London, on his acceptance at 2 months, 50 bbls. Soda Biscuits, 3300 lbs. at 6c., \$—.
5. Bought of Cooper & Smith, London, on our acceptance at 10 days, payable at the Bank of Montreal, Barrels, Boxes, etc., as per Invoice No.—, for Biscuit Dept., \$200; for Confectionery Dept., \$100. Paid cash for freight, \$12. Sold Harvey & Miller, for cash, 25 bbls. Mixed Candies, 5400 lbs. at 7c.; \$—.
6. Bought of Turnbull & Robb, Toronto, on our acceptance at 15 days, Glucose, etc., for Confectionery Dept., as per Invoice No.—, \$300. Paid freight per cheque, \$12.50. H. L. Thompson withdrew cash, \$200.
7. Sold Perry & Co., Brantford, 50 bbls. Soda Biscuits, 3200 lbs. at 6c.; 10 boxes Ginger Snaps, 300 lbs. at 8c.; 5 boxes XX Snaps, 140 lbs. at 5c.; \$—. Received in payment their acceptance at 2 months.

NOTE.—The time of employees up to this date is given in full on page 245. The division of labor shown by the Time Book for the first week will be maintained throughout the month; 10 hours constitute a working day. The student will enter the time, as reported each day, into the proper Time Book. For the sake of brevity, only the time gained or lost is given.

9. Sold Manning & Fraser, Chatham, on their acceptance at 2 months, 15 bbls. People's Mixed Biscuits, 950 lbs. at 12c.; 50 boxes Oatmeal Wafers, 900 lbs. at 11c.; \$—.
Time — Lost, Stephen Lane $\frac{1}{2}$ day. Gained— J. K. Culver 2 hrs.
10. Paid cash for Stationery, \$5. Sold P. C. Riley, for cash, 100 boxes Almond Rock, 500 lbs., at 18c.; 50 pails Butter Chocolate, 1250 lbs., at 16c.; \$—. Sold J. H. Howell, London, on his acceptance at 15 days, 10 bbls. Imperial Chocolate, 2000 lbs., at 15c.; 100 boxes Assorted Creams, 600 lbs., at 11c.; \$—.
Time -- Lost, Charles Watt $\frac{1}{4}$ day. Gained, J. K. Culver $\frac{1}{2}$ hr
11. Bought of Bole & Co., Toronto, on our acceptance at 30 days, payable at the Bank of Montreal, Sugar, etc., for Confectionery Dept., as per invoice, \$650. Paid cash for freight, \$24.20. Paid cash for repairs; \$12.50.
12. Sold Craig & Co., Listowel, for cash, 5 bbls. People's Mixed Biscuits, 320 lbs., at 11c.; 10 pails Acid Drops, 300 lbs., at 12c.; \$—. Paid cash for cleaning office, \$1.20.

Time—Lost, B. S. Milloy 1 day, H. C. Fraser $\frac{1}{2}$ day, M. K. Sturrock, $\frac{1}{2}$ day.

13. As per terms of lease, Holden & Co. have this day added new machinery, amounting to \$146, for payment of which we have advanced cash at 8%. Sold Cameron & Campbell on acct., 150 boxes Licorice Tubes, 900 lbs., at 45c. ; 2 bbls. Brown Mixture, 500 lbs., at 8c. ; 2 bbls. Royal Mixture, 450 lbs., at 9c. ; \$—.
(*Student's name here*) withdrew per cheque, \$500.

Time—Lost, B. S. Milloy 1 day, M. Kennedy $\frac{1}{2}$ day, M. K. Sturrock $\frac{1}{4}$ day.

14. C. S. Gilroy remitted a draft in full payment of his note, which was held for 2 days after maturity at his request. Face of note, \$—. Interest accrued, \$—. Proceeds deposited, \$—. Paid cash for coal oil, \$4.00. H. L. Thompson withdrew per cheque, \$407.72.

Time—Lost, J. S. Riggs 1 day, H. C. Fraser $\frac{1}{2}$ day, R. Rhodes $\frac{1}{4}$ day. Gained, Charles Watt $2\frac{1}{2}$ hrs., A. F. Ney $2\frac{1}{2}$ hrs.

16. Bought of Martin & Mitchell, Goderich, Flour for Biscuit Dept. as per invoice No. —, \$800. Remitted a draft purchased per cheque in full payment (Exchange $\frac{1}{8}\%$). Paid cash for freight, \$24.20. Paid cash for Petty Expenses, \$10.

Time—Lost, Charles Watt $\frac{1}{4}$ day, R. Rhodes $\frac{1}{4}$ day.

17. Shipped to Graham & Co., Hamilton, for sale on our acct. and risk, 200 bbls. Soda Biscuits, 12,000 lbs., invoiced at 5c., \$—. Paid Shipping Expenses per cheque, \$18.60.

18. Bought of Hoskins & McKay, Montreal, for cash, Sugar, Glucose, etc., for Confectionery Dept., as per invoice, \$720. Remitted in full payment a draft purchased per cheque (Exchange $\frac{1}{8}\%$). Paid cash for freight, \$25.60. Issued our cheque in full payment of our note due this day as per B. B., \$—. Paid cash for Petty Expenses, \$12.60.

Time—Lost, B. C. Cooper $\frac{1}{2}$ day, H. C. Fraser $\frac{1}{4}$ day. Gained, Charles Watt $2\frac{1}{2}$ hrs.

19. Shipped to Elliott & Livingstone, London, for sale on our acct. and risk, 100 pails Brown Mixture, 3200 lbs. at 8c. ; 100 pails Royal Mixture, 3200 lbs. at 9c. ; 200 boxes Oriental Mixture at \$1.10 ; \$—. Paid shipping expenses per cheque, \$12.40. Paid Amos C. Hine on acct. of wages, cash, \$10.

20. Cameron & Campbell paid their acceptance due this day as per B. B. with cash, \$—. Paid our acceptance favor of Martin & Mitchell, due this day per cheque, \$—. Paid James Calder, on acct. of wages, cash, \$10.

Time—Lost, Stephen Lane $\frac{1}{2}$ day, J. K. Culver $\frac{1}{2}$ day.

21. Received from Graham & Co., Hamilton, an account sales of our shipment to them of the 17th inst. Our net proceeds, \$675. They remitted a bank draft for \$400, the balance due us to remain

on acct., \$—. Sold Elliott & Livingstone, London, on acct., 180 bbls. Soda Biscuits, 10,800 lbs. at $5\frac{1}{2}$ c., \$—. Paid cash for Fuel for office, \$6.20. James Markham paid his acceptance due this day per draft, \$—.

Time—Lost, A. F. Ney $\frac{1}{4}$ day, E. H. Gilmour $\frac{1}{2}$ day.

23. Sold Robert Holmes, Clinton, for cash, 84 boxes Brown Mixture, 420 lbs. at 8c., \$—. Bought of Mason & Co., Kincardine, Flour, etc., for Biscuit Dept., as per Invoice No.—, \$750. Remitted in payment a bank draft purchased per cheque. Paid cash for Petty Expenses, \$12. Paid J. S. Riggs on acct. of wages cash, \$8.

Time—Lost, A. F. Ney 1 day, E. H. Gilmour $\frac{1}{4}$ day.

24. Sold J. H. Raymer, on his acceptance at 2 months, payable at the Bank of Montreal, Guelph, 75 bbls. Soda Biscuits, 4500 lbs. at 6c.; 10 bbls. Arrowroot Biscuits, 620 lbs. at 10c.; 200 pails Brown Mixed Candies, 6000 lbs. at 8c.; 10 pails Acid Drops, 320 lbs. at 12c.; \$—.
- Paid cash for Petty Expenses, \$4.20. Paid, per cheque, our acceptance favor of Turnbull & Robb, due this day as per B.B., \$—.

Time—Lost, M. Cassells $\frac{1}{4}$ day, E. H. Gilmour $\frac{1}{4}$ day.

25. Sold C. S. Stewart & Co., Brantford, on their note at 2 months, payable at the Bank of Commerce, 60 bbls. Fruit Biscuits, 3660 lbs. at 10c.; 160 bbls. People's Mixed Biscuits, 9600 lbs. at 11c.; 85 boxes Wine Biscuits, 1600 lbs. at 10c.; \$—.

Time—Lost, B. S. Milloy $\frac{1}{4}$ day, J. S. Riggs $\frac{1}{2}$ day, M. K. Sturrock $\frac{1}{4}$ day.

26. Received from Elliott & Livingstone, London, an acct. sales of goods shipped to them on the 19th inst. Our net proceeds, \$800. They remitted in payment J. C. Edwards' note at 3 months, dated the 25th inst., and payable at the Bank of Montreal, for \$600, and their own note at 15 days, payable at the Bank of Montreal, to cover balance of net proceeds and goods sold them on the 21st inst. Paid cash for repairs, \$10.

Time—Lost, B. C. Cooper $\frac{1}{2}$ day, E. H. Gilmour $\frac{1}{2}$ day, M. K. Sturrock $\frac{1}{2}$ day.

27. Bought of Macpherson & Co., Fergus, Flour, etc., for Biscuit Dept., as per Invoice No.—, \$1000. Remitted bank draft, purchased per cheque. Paid cash for freight, \$26.70. Paid cash for cleaning store, \$5.

28. Deposited in Bank, cash, \$1000. Sold Turner & Co., Hamilton, on their acceptance at 30 days, 500 boxes Cocoanut Rock at \$1.10, \$—.

Time—Lost, C. Watt $\frac{1}{2}$ day, H. C. Fraser $\frac{1}{4}$ day, M. Kennedy $\frac{1}{2}$ day, R. Rhodes $\frac{1}{4}$ day.

30. Sold Watson & Williams, Toronto, for cash, 200 boxes Soda Biscuits,

4000 lbs., at 5c. ; 120 boxes XX Snaps, 2200 lbs., at $5\frac{1}{2}$ c. ; 100 boxes Ginger Snaps, 1800 lbs., at $9\frac{1}{2}$ c. ; \$—.

Time—Lost, C. Watt $\frac{1}{2}$ day, J. K. Culver $\frac{1}{2}$ day.

31. Discounted the following bills, as per B. B., at $8\frac{7}{8}\%$ and deposited proceeds : C. S. Stewart & Co.'s note, dated March 25. Elliott & Livingstone's note, dated March 26. Turner & Co.'s acceptance, dated March 28. Face value, \$—. Discount, \$—. Proceeds, \$—. Paid employees in full to date per cheque, \$—. Paid Holden & Co. the amount of rent for the month still due them, per cheque, \$—.

Time—Lost, M. Cassells $\frac{3}{4}$ day, H. C. Fraser $\frac{1}{2}$ day, M. Stratton $\frac{1}{2}$ day.

Inventories, March 31.

Biscuit Department—Material on hand.....	\$1810 00
“ “ Goods “ “	988 80
Confectionery Department—Material on hand....	860 00
“ “ Goods “ “	685 30
Unexpired Insurance	_____
Total	\$
H. L. Thompson's Net Investment.....	\$8000 00
“ “ “ Gain and Interest	_____
“ “ “ Worth.....	\$_____
(Student's name here) Net Investment.....	\$5000 00
“ “ Gain.....	_____
“ “ Worth	\$_____

At the end of the month the student will test the equilibrium of the Ledger, make financial statements, and close the books.

NOTE—The student is expected to write correspondence, notes, drafts, cheques, etc. The data are given in such a manner that separate Manufacturing and Expense Accounts may be kept for each department of the business. When this is done the Biscuit Manufacturing Account will show a gain of \$— and the Confectionery Manufacturing Account a gain of \$—. The Time Book on page 245 and the Office Time and Pay Sheet on page 246 will show the division of labor. In the latter the totals are given, so that the student may test the accuracy of this part of his work.

TIME BOOK.

The form of this book indicates clearly its use. The foreman or overseer of a work enters into it each day the time of the employees under his supervision. In small establishments it is customary for the foreman to report to the office at the close of the day. The time is then entered into the Office Time Book. Another method is to provide each foreman with two books to be used by him during alternate weeks. In such case one of the books will always be in the office. The totals should be checked before they are entered into the office book.

Time Book.—Biscuit Department.

For the week ending March 7, 1896.

AMOS C. HINE, Foreman.

No.	NAME.	OCCUPATION.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	TOTAL.
			2	3	4	5	6	7	
	Cooper, B. C.	10	10	7½	7½	10	10	55
	Lane, Stephen	10	10	10	10	10	10	60
	Milloy, B. S.	10	10	10	10	7½	10	57½
	Riggs, J. S.	10	10	10	10	10	5	55
	Watt, Charles	10	10	10	10	10	10	60
	Cassells, M.	10	10	10	10	—	10	50
	Fisher, C. A.	10	10	10	10	10	10	60
	Fraser, H. C.	10	10	10	—	10	10	50

Time Book.—Confectionery Department.

For the week ending March 7, 1896.

C. S. MILLER, Foreman.

No.	NAME.	OCCUPATION.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	TOTAL.
			2	3	4	5	6	7	
	Culver, J. K.	10	10	10	10	7½	10	57½
	Ney, A. F.	10	10	10	10	9	11	60
	Gilmour, E. H.	10	10	7½	10	10	7½	55
	Kennedy, M.	10	10	10	10	10	10	60
	Rhodes, R.	10	7½	10	10	10	10	57½
	Stratton, M. A.	10	10	5	7½	2½	—	35
	Sturrock, M. K.	10	10	10	10	10	—	50

OFFICE TIME AND PAY SHEET

For the Month ending March 31, 1896.

Dept.	NAME.	No.	OCCUPATION.	TIME PER WEEK.				Total.	RATE OF WAGES.		Earnings for Month.	Charges.	Amount Payable.	Voucher No.	Amount Paid.	Balance Unpaid.	Remarks.
				1st	2nd	3rd	4th	5th	Hr.	Day Mo.							
General	Graham, David..	1	Accountant...														
	Marrs, Mary....	2	Typewriter...														
	Calder, Jas.....	3	Stock-keeper..								\$167 00		\$157 00		\$157 00		
Biscuit.	Hine, A. C.....	4	Foreman														
	Cooper, B. C.....	5															
	Lane, Stephen..	6															
	Milloy, B. S....	7															
	Riggs, J. S.....	8															
	Watt, Charles ..	9															
	Cassels, M.....	10															
	Fisher, C. A....	11															
	Fraser, H. C....	12															
											\$348 00		\$330 00		\$330 00		
Confectionery.	Miller, C. S.....	13	Foreman														
	Culver, J. K....	14															
	Ney, A. F.....	15															
	Gilmour, E. H..	16															
	Kennedy, A. M..	17															
	Rhodes, R.....	18															
	Stratton, M. A..	19															
	Sturrock, M. K..	20															
											\$265 90		\$365 90		\$265 90		
											\$780 90		\$752 90		\$752 90		

CASH BOOK FOLIO.....

CHAPTER III.

SET I.—DRY GOODS BUSINESS.

Books used—The same as for Set I., page 219.

TRANSACTIONS.

—, Jan. 5, 1896.

(*Student's name here*) has this day commenced the Dry Goods Business on ——— Street, No. —, investing as follows:

Resources—Cash, \$1,600. Mdse. as per inventory, \$925.10. A. H. Gibson owes on acct., \$175.90. C. H. Williams owes on acct., \$100.

Liabilities—My note in favor of John McMillan for \$219, dated Nov. 19, 1895, at 2 months, bearing interest at 8%, payable at the Bank of Commerce. Interest accrued, \$—. I owe A. C. Blackwell on acct., \$79.74. I owe F. M. Young on acct., \$29.

6. Engaged A. P. Stovel as clerk at \$40 for the remainder of the month. Deposited in the Bank of Commerce, cash \$1000. Bought of Appleton & Sons, for cash, a Safe for office, \$120. Paid cash for Stationery, \$2.60, and for Advertising, \$1.20. Cash sales, \$10.60.
7. Bought of McMurphy & Co., Toronto, on my acceptance at 10 days, goods as per invoice No. —, \$400. Paid freight per cheque, \$5.20. Cash sales, \$25.75.
8. Bought of S. E. Lightfoot on acct., a horse at \$75, a wagon at \$50, and a set of harness at \$20. Sold John Smith on acct., 50 yds. Scotch Tweed at \$1.20, 110 yds. 12/4 Sheeting at 38c.; \$—. Cash sales, \$30.10.
9. Sold B. B. Scott on his note at 1 month, payable at the Molsons Bank, 50 yds. Hf. Bl. Table Linen at 40c., 15 yds. Tweed Dress Goods at 70c., 50 yds. Can. Flannel at 32c.; \$—. Issued my cheque to close A. C. Blackwell's acct., \$—. Cash sales, \$42.20.
10. Bought of Seath & Sons, Montreal, goods as per invoice No. —, \$560. Remitted in payment a draft purchased per cheque (Exchange $\frac{1}{8}\%$). Paid freight per cheque, \$10.40. Paid cash for Fuel, \$6.80. Cash sales, \$38.95.
11. Paid for repairs with goods from store, \$6.50. Sold S. L. Bannerman 2 pcs. Eng. Tweed, 43 yds. at \$1.20, 42 yds. at \$1.25. Received in full payment his note at 30 days, payable at the Bank of Commerce, \$—. Cash sales, \$48.

13. Paid F. M. Young his acct. in full per cheque, \$— . C. H. Williams paid on acct., cash \$50. Cash sales, \$29.85.
14. Sold C. F. Irving on his note at 30 days, 45 yds. Black Lustre at 58c., 2 Brown Beaver Overcoats at \$21.75, 5 doz. Linen Collars at \$1.80, 2 Silk Neckties at 60c.; \$— . Paid cash for Advertising, \$1.80. Cash sales, \$42.60.
15. Bought of Harvey & Sons at 70c. on the dollar their entire stock of goods as per inventory, \$630. Gave in payment my cheque for \$200 and my note at 30 days for balance, \$— . Paid cash for Lamps, \$10, and for Coal Oil, \$2.50. Withdrew from business, cash \$25. Cash sales, \$45.70.
16. John Smith paid on acct., per cheque, \$51.80. Deposited in bank cash, \$200. Sold A. P. Stovel on acct., 3 Dress Shirts, at \$1.40 ; $\frac{1}{2}$ doz. Linen Collars, at \$1.80 ; 3 Silk Neckties, at 50c. ; \$— . Cash sales, \$49.75.
17. Bought of D. C. McKay for private use, 10 cords Wood, at \$2.50. Gave in full payment my cheque, \$— . Sold C. H. Fraser on his note at 10 days, payable at the Bank of Commerce, 5 Counterpanes, at \$3.50 ; 3 Scotch Tweed Suits, at \$22.50 ; \$— . Cash sales, \$50.90.
18. Sold W. A. Mundie on acct., 90 yds. Broadcloth, at \$1.60 ; 1 pair Lace Curtains, at \$7.50 ; 1 pair Chenille Curtains, at \$12.60 ; 10 yds. Navy Blue Dr. Serge, at 90c. ; \$— . Paid cash for Advertising, \$1.20. Cash sales, \$75.10.
20. Bought of Lawford & Co., Hamilton, on my acceptance at 30 days, goods as per invoice No. —, \$365. Paid freight per cheque, \$10.80. Paid my acceptance favor of McMurchy & Co., as per B. B., with cash, \$— . Cash sales, \$55.25.
21. Sold James McKinnon on acct., 25 yds. Nap Cloaking, at \$1.70 ; 4 Boys' Suits, at \$8.50 ; \$— . A. H. Gibson paid on acct., per cheque, \$100. Cash sales, \$65.20.
22. Paid per cheque my note favor of John McMillan, with interest, as per B. B., \$— . Bought of Stobart & Co., Toronto, on my acceptance at 60 days, goods as per invoice No. —, \$400. Paid freight with cash, \$8.60. W. A. Mundie paid on acct., cash \$60. Took goods from store for private use, \$10.50. Cash sales, \$53.85.
23. Sold F. M. Young on acct., 2 Scotch Tweed Suits, at \$22.50 ; 1 Brown Beaver Overcoat, at \$19.50 ; \$— . John Smith remitted on acct. his sight draft on C. H. Monroe for \$25. Paid cash for Stationery, \$3.10. Cash sales, \$60.15.
24. Sold James McKinnon 75 yds. Wilton Carpet, at \$2 ; 40 yds. Tapestry Carpet, at 90c. ; \$— . He gave his note at 30 days to close account, \$— . Paid cash for repairs, \$1.20. Cash sales, \$52.15.
25. Bought of Seath & Sons, Montreal, goods as per invoice No. —, \$480. Remitted in payment a draft purchased with cash (Exchange $\frac{1}{8}\%$). Paid freight per cheque, \$10.20. Cash sales, \$70.20.

27. Sold F. C. Davin 50 yds. Black Satin, at \$1.40; 15 yds. Black Silk Velvet, at \$2.10; 5 Eiderdown Quilts, at \$10; \$—. Received his sight draft on C. K. Hutchings for \$50 and his note at 10 days, payable at the Bank of Commerce, for balance, \$—-. Cash sales, \$62.36.
28. Took goods from store for private use, \$14.50. Paid cash for Office Chair, \$2.60. Paid cash for Advertising, \$2.10. Cash sales, \$49.34.
29. Paid A. P. Stovel on acct. of salary, cash, \$13.40. Deposited in bank, cash, \$20. Withdrew for private use cash, \$10. A. H. Gibson remitted a bank draft in full payment of acct., \$—. Cash sales, \$64.85.
30. Sold C. H. Williams on acct., 25 yds. Tapestry Carpet, at 80c.; 1 pair Lace Curtains, at \$6.50; 30 yds. Factory Cotton, at 10c.; \$—. F. M. Young paid cash in full of acct., \$—. C. H. Fraser paid his note as per B. B., and the proceeds have been placed to my credit in the bank, \$—. Cash sales, \$56.85.
31. Paid S. E. Lightfoot on acct., per cheque, \$50. Paid A. P. Stovel balance of month's wages per cheque, \$20. Paid rent per cheque, \$40. Prepaid with cash my acceptance favor of Lawford & Co., as per B. B. Rate of discount 8%. Cash sales, \$52.

Inventories, Jan. 31, 1896.

Merchandise.....	\$1523 15
Office Furniture.....	122 00
Expense.....	150 00

SET I.—Continued.

Books used—The same as for Set I., page 222.

TRANSACTIONS.

— Feb. 3, 1896.

- Re-engaged A. P. Stovel as clerk at \$50 per month. Engaged James McKenzie as errand boy at \$15 per month. Deposited in the Bank of Commerce, cash \$200. Bought of McMurphy & Co, Toronto, on my acceptance at 10 days, goods as per invoice No.—, \$300. Paid freight per cheque, \$4.75. Cash sales, \$42.90.
4. Sold James C. Lane on acct., 2 pcs. Scotch Tweed, 41 yds., 42 yds., at \$1.20; 30 yds. Farmer's Satin at 40c.; \$—. Paid cash for Stationery, \$2.60. Cash sales, \$45.65.
 5. Paid S. E. Lightfoot on acct., cash \$40. Sold A. P. Stovel on acct., 3 White Dress Shirts at \$1.20, \$—. John Smith closed his acct. by giving an order on A. B. Ferguson, which Mr. Ferguson has accepted. Cash sales, \$50.73.
 6. Bought of Brown Bros., London, on my acceptance at 60 days,

- payable at the Bank of Commerce, goods as per invoice No.—, \$292.
Paid freight per cheque, \$6.55. Cash sales, \$65.77.
7. Sold A. W. Thomas on his note at 10 days, 1 Scotch Tweed Suit at \$26.20, 25 yds. Tapestry Carpet at 90c., 2 pairs Lace Curtains at \$7.20; \$— . Withdrew for private use, cash \$16. Paid James McKenzie on acct. of wages, cash \$2.25. Cash sales, \$48.85.
 8. Bought of Hendrick & Co., Montreal, goods as per invoice No. —, \$240. Remitted in payment a draft purchased with cash, \$— (Exchange $\frac{1}{8}\%$). Paid freight per cheque, \$5.84. Cash sales, \$68.75.
 10. A. B. Ferguson paid John Smith's order of the 5th inst. with cash, \$— . Took goods from store for private use, \$30. W. A. Mundie paid on acct. per cheque, \$23.10. F. C. Davin settled for his note due this day as per B. B. by paying cash \$28.50, and giving a new note at 2 mos. bearing interest at 8% for balance, \$— . Cash sales, \$49.80.
 11. Paid for repairs with goods from store, \$7.50. Remitted my note at 15 days, payable at the Bank of Commerce, to S. E. Lightfoot in full payment of acct., \$— . Cash sales, \$52.90.
 12. Sold horse, wagon and harness to J. E. Craig at \$130. Received in payment his sight draft on T. A. Hamilton for \$100 and William Brown's note, dated Jan. 10, 1896, at 1 month for balance, \$— . B. B. Scott paid his note due this day. Proceeds deposited, \$— . Cash sales, \$58.92.
 13. William Brown paid his note due this day per cheque, \$— . Sold E. H. McCarthy on acct., 50 yds. Novelty Cloaking at \$1.40 15 yds. Brown Beaver at \$2.20, 2 Tweed Suits at \$23.20; \$— . Paid cash for Advertising, \$1.80. Took goods from store for private use, \$12. S. L. Bannerman paid per cheque his note, as per B. B., \$— . Deposited in bank, cash \$100. Cash sales, \$49.65.
 14. James C. Lane paid on acct., cash \$50. Paid cash for Advertising \$2.20. Paid cash for Fuel, \$6.20. Cash sales, \$42.25.
 15. Prepaid my acceptance favor of Brown Bros. with cash. Rate of discount 8%, \$— . Deposited as an addition to my investment cash \$600. Cash sales, \$75.20.
 17. Bought of Stone & Hardy, Hamilton, on my acceptance at 30 days goods as per invoice No. —, \$395. Took goods from store for private use, \$10.15. Paid per cheque my acceptance favor of McMurphy & Co. as per B. B., \$— . Paid per cheque my note favor of Harvey & Sons as per B. B., \$— . Cash sales, \$37.50.
 18. Sold E. C. Ellis on acct., 25 yds. Black Lustre at 62c., 40 yds. Factory Cotton at 8c.; \$— . Paid cash for delivering goods, \$1.60. Cash sales, \$38.95.
 19. C. H. Williams paid on acct. per cheque, \$29.50. E. H. McCarthy paid on acct., cash \$50. Sold A. B¹ Ferguson on acct. 15 yds. Garnet Silk Velvet at \$2, 3 yds. Blue Plush at \$1.20; \$— . Cash sales, \$49.20.

20. Sold John C. Farquharson on his note at 2 months, 2 doz. pairs Josephine Kid Gloves at \$1.30 per pair, 3 doz. Undressed Kid Gloves at \$1.50 per pair, 2 doz. Ladies' Linen Hkfs. at \$3.60; \$. Paid cash for delivering goods, \$1.20. A. W. Thomas paid his note per cheque, \$—. Cash sales, \$56.20.
21. Sold James C. Lane 25 yds. White Cambric at 20c., 30 yds. Victoria Lawn at 25c., 10 prs. Blk. Cashmere Hose at 50c., 5 pairs Blk. Rbd. Cashmere Hose at 70c.; \$—. Received in payment his note at 10 days, payable at the Bank of Commerce. Took goods from store for private use, \$12.65. Cash sales, \$29.30.
22. W. A. Mundie paid on acct., cash \$50. C. F. Irving remitted a draft in full payment of his note due on the 16th inst. Interest charged, 25c. Proceeds deposited, \$—. Cash sales, \$62.55.
24. Bought of Williamson & Co., Toronto, on my acceptance at 30 days, goods as per invoice No. —, \$350. Paid freight per cheque, \$6.50. Cash sales, \$49.85.
25. C. H. Williams gave his note at 30 days in full payment of acct., \$—. Withdrew for private use cash, \$10. James C. Lane remitted on acct. his sight draft on A. H. Forbes for \$40. Cash sales, \$55 60.
26. Paid James McKenzie on acct. of wages with goods, \$5.75. James McKinnon paid his note due this day per cheque, \$—. Took goods from store for private use, \$5.60. Cash sales, \$48.20.
27. Deposited in bank, cash \$200. Prepaid my acceptance favor of Stobart & Co., Toronto, per cheque. Rate of discount 8%. Cash sales, \$36.20.
28. Sold W. W. Miller on acct. 2 Tweed Suits at \$23.50, 70 yds. Brussels Carpet at \$1.40, 40 yds. Tapestry Carpet at \$1.05, 1 pair Lace Curtains at \$6.20; \$—. A. B. Ferguson paid cash in full payment of acct., \$—. Cash sales, \$47.73.
29. Paid A. P. Stovel per cheque, balance of month's wages, \$—. Paid James McKenzie balance of month's wages with cash, \$—. Paid rent per cheque, \$40. Paid cash for delivering goods, \$4.20. Paid my note favor of S. E. Lightfoot, per cheque, \$—. Cash sales, \$50.27.

Inventories, Feb. 29, 1896.

Merchandise	\$1278 84
Office Furniture	120 00
Expense	5 00
Int. and Dis.	—

SET II.

The transactions of this Set are the same as those of Set I. For the month of January the books are to be kept by Double Entry and for the month of February by Single Entry. The books used are the same for Set II., page 224.

SET III.—GROCERY AND PROVISION BUSINESS.

PARTNERSHIP—TWO PARTNERS.

Books used—The same as for Set III., page 225.

TRANSACTIONS.

———, March 4, 1896.

(*Student's name here*) and James Wilson have this day entered into a co-partnership to carry on a Grocery and Provision Business at No.— ——— Street, agreeing to share gains and losses according to investment. The business is to be conducted under the firm name of (*Student's surname here*) & Wilson.

(*Student's name here*) investment :

Resources—Cash, \$3200. John Abell's note for \$182.50, dated Jan. 8, 1896, at 2 months, bearing interest at 8%.

Liabilities—Balance due to A. A. Scott on acct., \$35. Balance due to Murray & Fraser on acct., \$190.74.

James Wilson's investment :

Resources—Cash on deposit in the Bank of Montreal, \$1500. Mdse., \$2200. Office Furniture on hand, \$36.

Liabilities—Note in favor of Peter Corbett, dated Jan. 2, 1896, at 3 months, for \$300.

Leased of J. K. Patterson his store and warehouse at \$600 per annum, payable monthly.

Engaged J. K. Patterson as book-keeper at \$60 per month.

5. Deposited in the Bank of Montreal cash, \$1200. Bought of Hammond & McKay, Toronto, 10 sacks B. Rice, 250 lbs. each at $3\frac{3}{4}$ c., 15 sacks Pearl Tapioca, 100 lbs. each at 4c., 25 boxes Valencia Raisins at \$1.60, 30 boxes Oatmeal Soap at \$4.50; \$—. Gave in payment our acceptance at 30 days payable at the Bank of Ottawa. Paid cash for freight, \$10.20. Cash sales, \$45.60.
6. Sold C. C. Burley on acct., 3 cases canned Pears at \$3.90, 40 gals. M. Vinegar at 50c., 100 lbs. S. C. Ham at 14c.; \$—. James Wilson withdrew for private use per cheque, \$20. Cash sales, \$39.75.
7. Sold A. H. McFarlane on his note at 2 months, payable at the Bank of Montreal, 6 doz. cans Peaches at \$3.80, 10 doz. cans Salmon at \$1.40, 20 crates Peaches at \$1.15, 200 lbs. Yellow Sugar at $4\frac{1}{4}$ c. \$—. Paid cash for cleaning store, \$2.40. Cash sales, \$55.90.
9. Bought of Hastings & Co., Hamilton, 4 bbls. Gran. Sugar, 301-21 317-20, 318-21, 321-21, at $4\frac{1}{2}$ c., 3 bbls. Yellow Sugar, 340-20, 343-23, 329-21, at $3\frac{5}{8}$ c.; \$—. Gave in payment our cheque for \$50 and our acceptance at 30 days for balance; \$—. Paid freight per cheque, \$8.20. Cash sales, \$32.40.
10. Paid Murray & Fraser per cheque, \$100. Sold A. M. Merrick, 10

gals. M. Vinegar at 45c., 5 bbls. Pat. Process Flour at \$3.65, 200 lbs. Smoked Ham at 14c.; \$— . Received in payment their sight draft on H. A. MacLean for \$20, the balance on acct.; \$— . Cash sales, \$46.20.

11. John Abell paid his note as per B.B., with interest, per cheque, \$— . (*Student's name here*) withdrew for private use, cash, \$19. Cash sales, \$38.72.
12. Bought of Raymer & Co., Montreal, 3 bbls. Golden Syrup, 78 gals., 82 gals., 80 gals., at 32c.; \$— . Remitted in full payment a draft purchased per cheque. (Exchange 25c.) Paid cash for freight, \$5.60. Deposited in bank, cash, \$500. Cash sales, \$46.15.
13. C. C. Burley gave us an order on A. A. Scott for \$30, which Mr. Scott accepts. Prepaid our acceptance in favor of Hammond & McKay as per B.B., per cheque. Discount allowed, \$1.75. Cash sales, \$39.25.
14. Paid J. K. Patterson on acct. of salary, cash, \$12. Sold H. H. Caldwell, on acct., 100 lbs. Smoked Ham at 14c., 12 sacks Patent Process Flour at \$1.90, 28 lbs. Tapioca at 4½c.; \$— . Cash sales, \$72.30.
16. Sold C. C. Burley on acct., 300 lbs. Spiced Roll at 10c., 500 lbs. Bk. Bacon at 11c.; \$— . Paid cash for Stationery, \$2.40. Cash sales, \$35.80.
17. A. H. McFarlane prepaid his note as per B.B. with cash. Discount allowed, 30c. A. M. Merrick paid on acct, cash, \$20. Cash sales, \$41.10.
18. Sold Alex. Stewart, on his note at 2 months, payable at the Bank of Montreal, 100 bush. Potatoes at 30c., 12 sacks Gran. Oatmeal at \$2.25, 10 doz. Eggs at 12½c.; \$— . Paid cash for Fuel, \$1.20. Cash sales, \$35.65.
19. Bought of Harrington & Co., at 60c. on the dollar, their stock of goods as per inventory, \$600. Gave in payment our note at 3 months, payable at the Bank of Ottawa, for \$219, and our cheque for balance. Paid cash for removing goods, \$5.80. Cash sales, \$44.75.
20. Sold Peter Smith, on his note at 1 month, 10 bbls. Apples at \$2.25, 25 bush. Potatoes at 22c., 12 doz. Eggs at 13c.; \$— . Paid J. K. Patterson per cheque, on acct. of salary, \$8. James Wilson withdrew for private use, cash, \$16. Cash sales, \$38.70.
21. Sold James Wilkie, on acct., 5 cases Canned Pears at \$4.20, 10 sacks Rolled Oats at \$2.20; \$— . Paid per cheque the balance due A. A. Scott on acct., \$— . Cash sales, \$62.35.
23. Sold A. M. Merrick, on acct., 5 boxes Bloaters at \$1.40, 25 bush. Potatoes at 24c., 5 bbls. Apples at \$2.25, 150 lbs. Yellow Sugar at 4c.; \$— . Cash sales, \$39.75.
24. C. C. Burley gave his note at 2 months, payable at the Bank of

- Montreal, to close acct.; \$—. Paid cash for repairs, \$3.75. Cash sales, \$45.90.
25. Discounted per cheque our note favor of Harrington & Co., as per B.B. Rate of discount $8\frac{1}{2}\%$. Cash sales, \$52.40.
26. Sold H. C. Peters, on acct., 10 lbs. Ceylon Tea at 45c., 25 lbs. Mocha Coffee at 50c.; \$—. James Wilson withdrew for private use, cash, \$80. Cash sales, \$42.40.
27. H. H. Caldwell paid on acct. per cheque, \$18. Deposited in bank cash, \$500. Cash sales, \$29.85.
28. Paid for repairing store, with goods, \$6.20. Sold H. C. Peters, on acct., 60 lbs. Gran. Sugar at 5c., 50 lbs. Japan Tea at 45c.; \$—. Paid cash for Advertising, \$3.80. Cash sales, \$59.85.
30. Bought of Hastings & Co., Hamilton, 24 sacks B. Rice, 250 lbs. each at $3\frac{3}{4}c.$; 15 sacks Patna Rice, 100 lbs. each, at 4c.; \$—. Remitted in full payment draft purchased with cash. (Exchange $\frac{1}{8}\%$. Cash sales, \$37.30.
31. Paid 1 month's rent, per cheque, \$—. Paid J. K. Patterson, per cheque, balance of salary for the month, \$—. Cash sales, \$40.25.

Inventories, March 31, 1896.

Merchandise.....	\$2106 21
Office Furniture.....	30 00

SET IV.—GENERAL PROVISION AND SHIPPING BUSINESS.

PARTNERSHIP—THREE PARTNERS.

Books used—The same as for Set IV., page 230.

TRANSACTIONS.

—, April 2, 1896.

(*Student's name here*) and James Wilson have this day admitted W. J. Chisholm as a partner to carry on a General Provision and Shipping Business, under the firm name of (*Student's name here*) Wilson & Co. They agree to share gains and losses in proportion to investment.

W. J. Chisholm invests cash, \$900; Mdse., \$2200.

3. Deposited in the Bank of Montreal, cash \$1000. Took out an open policy of insurance for \$6000 at $\frac{3}{4}\%$. Paid premium with cash \$—. Re-engaged J. K. Patterson as book-keeper at \$70 per month. Engaged James Sutton as errand boy at \$20 per month. Cash sales, \$32.75.
4. Sold Murray & Fraser on their note at 2 months, payable at the Bank of Montreal, 10 Dressed Hogs, 2120 lbs., at \$5.20; \$—. Paid drayage per cheque, \$2.50. Cash sales, \$69.20.

6. Bought of J. A. Campbell for cash, 1000 bush. Potatoes at 20c., which we shipped to Caverhill & Co., London, to be sold on our acct. and risk. Paid shipping expenses per cheque, \$4.50. Paid per cheque our note favor of Peter Corbett, \$— . Cash sales, \$52.30.
7. Received from H. E. Weldon, Guelph, to be sold on his acct. and risk, 300 sacks Matchless Flour invoiced at \$1.45; paid freight per cheque, \$8.40. Cash sales, \$50.35.
8. Sold A. D. McKinnon on his note at 10 days, payable at the Bank of Commerce, 6 bbls. Patent Process Flour at \$3.60, 100 sacks Matchless Flour, from H. E. Weldon's consignment No. 1, at \$1.70; \$— . Paid cash for Stationery, \$1.10. Cash sales, \$62.90.
9. Accepted H. E. Weldon's draft at 10 days for \$200, payable at the Bank of Montreal. H. C. Peters remitted on acct. a sight draft on R. S. McClary for \$25. Cash sales, \$60.45.
10. Sold H. P. Pollock 200 bush. Wheat at 48c., 500 lbs. Pickled Pork at 10c., 200 sacks Matchless Flour from H. E. Weldon's consignment No. 1 at \$1.70. Received in payment his sight draft on F. H. Hurley for \$400 and his note at 30 days for balance, \$— . Cash sales, \$64.90.
11. (*Student's name here*) withdrew for private use, cash \$22.80. Paid our acceptance favor of Hastings & Co., per cheque, \$— . Rendered H. E. Weldon an acct. sales of his first consignment, charging 2% commission, \$2.60 for storage, \$3.20 for drayage and \$1.60 for insurance. Net proceeds, \$— . Remitted a bank draft purchased per cheque with net proceeds due the shipper. (Exchange $\frac{1}{8}\%$.) Cash sales, \$75.20.
13. Caverhill & Co. rendered an acct. sales of our shipment to them of the 6th inst. Our net proceeds, \$220. They remitted Jas. C. Dobson's note due to-day for \$100, and cash for balance, \$— . J. C. Dobson paid his note per cheque. Cash sales, \$53.60.
14. James Wilson withdrew for private use, cash \$26.40. Shipped to Logan & Sons, Hamilton, to be sold on our account and risk, 25 bbls. Can. Heavy Mess Pork at \$15, 1200 lbs. Pickled Pork at 9c., 100 tubs Lard 60 lbs. each net, at 10c.; \$— . Paid shipping expenses per cheque, \$13.20. Cash sales, \$46.90.
15. Drew on Logan & Sons at 15 days for \$500. Received from H. E. Weldon, Guelph, his second consignment, consisting of 200 sacks Matchless Flour invoiced at \$1.50. Paid freight with cash, \$6.30. Cash sales, \$52.75.
16. James Wilkie paid on acct., cash \$23. Sold H. H. Caldwell 500 lbs. Long Clear Bacon at 10c., 3 sacks Standard B. Rice, 250 lbs. each, at 5c.; \$— . He remitted his note at 10 days to close acct., \$— . Accepted H. E. Weldon's draft at 30 days, payable at the Bank of Montreal, for \$50. Cash sales, \$60.10.
17. Sold J. A. Adams on his note at 10 days, 100 sacks Matchless Flour

- from H. E. Weldon's consignment No. 2 at \$1.60; \$— . Discounted Logan & Sons' acceptance at 8%. Proceeds deposited, \$—. Cash sales, \$49.90.
18. Sold C. H. Young 5 bbls. Strong Baker's Flour at \$3.60, 90 sacks Matchless Flour from H. E. Weldon's consignment No. 2 at \$1.60; \$—. Received in payment his sight draft on Montgomery & Co. for \$100 and his note at 30 days for balance. Sold 10 sacks Matchless Flour (damaged) from H. E. Weldon's consignment No. 2 for cash, \$3. Cash sales, \$73.45.
 20. Bought of Rutherford & Co., Toronto, for cash, 100 sacks Rolled Oats at \$1.50, 30 sacks Cornmeal at \$1.70, 1000 lbs. Bk. Bacon at 11c.; \$—. Paid freight per cheque, \$13.60. Paid John Scott, with goods, for repairs, \$6.20. Cash sales, \$39.20.
 21. Rendered H. E. Weldon an acct. sales of his second consignment, charging 2% commission, \$2.40 for storage, \$2.80 for drayage, and \$1.30 for insurance. Net proceeds, \$—. Remitted in payment J. A. Adams' note (taken at face value) and cash for balance due the shipper, \$—. A. D. McKinnon paid his note due this day per cheque, \$—. Cash sales, \$49.70.
 22. Logan & Sons rendered an acct. sales of our shipment to them of the 14th inst. Our net proceeds, \$1125. They remitted in payment our acceptance favor of H. E. Weldon due this day for \$200, a sight draft on W. W. Harris for \$300 and placed the balance to our credit, \$—. Cash sales, \$59.55.
 23. Shipped to Logan & Sons, Hamilton, to be sold on our acct. and risk 40 Dressed Hogs, 8800 lbs., at \$5.40. Paid shipping expenses per cheque, \$15.60. Peter Smith paid his note per cheque, \$—. Cash sales, \$61.20.
 24. Sold John Black on acct., 300 lbs. S. C. Ham at 13c., 60 lbs. Mocha Coffee at 42c.; \$—. Paid cash for Fuel, \$6.90. Cash sales, \$55.40.
 25. Remitted a draft, purchased with cash, in full payment of Murray & Fraser's acct. Exchange 25c. Bought of D. W. Wright for cash, an Office Desk, \$60. Cash sales, \$82.35.
 27. (*Student's name here*) withdrew for private use, cash \$80. Paid J. K. Patterson on acct. of salary, cash \$20. Cash sales, \$56.70.
 28. Drew on Logan & Sons at 30 days for \$365. James Wilson withdrew for private use, per cheque, \$60. Cash sales, \$64.20.
 29. Bought of T. C. Palliser on our note at 2 months, 2000 bushels Early Burpee Potatoes at 30c., which we immediately shipped to Smith & Galloway, Toronto, to be sold on our account and risk, \$—. Paid shipping expenses per cheque, \$13.40. H. H. Caldwell remitted his cheque in payment of his note due this day, \$—. Discounted Logan & Sons' note for \$365 at 8%. Proceeds deposited, \$—. Cash sales, \$53.10.
 30. Logan & Sons rendered an acct. sales of our second shipment to

them. Our net proceeds, \$500. They remitted to us cash, \$100. Paid J. K. Patterson per cheque, balance of month's salary, \$—. Paid James Sutton wages for the month per cheque, \$20. Paid rent per cheque, \$50.

Inventories, April 30th, 1896.

Merchandise.....	\$1476 64
Shipment to Smith & Galloway, No. 1.....	613 40
Office Furniture.....	88 00
Fuel.....	5 60
Insurance (unexpired premium)	30 00

SET V.—WHOLESALE PROVISION AND COMMISSION BUSINESS.

Books used—The same as for Set IV.

PARTNERSHIP—FOUR PARTNERS.

TRANSACTIONS.

———*May 4, 1896.*

The firm has this day admitted John Hodgson as a partner, gains and losses to be shared in proportion to investment. Mr. Hodgson invests as follows:

Resources—Mdse. as per inventory, \$2700. M. C. McDougall's note at 3 months, dated Feb. 6, 1896, for \$400. J. H. Brown's note at 2 months, dated March 12, 1896, for \$250. C. P. Gilroy owes on acct., \$96.50. H. A. Waddell owes on account, \$39.60.

Liabilities—Note favor of George King for \$76.10, dated Jan. 7, 1896, at 5 months, payable at the Bank of Commerce. Note favor of Alex. Crichton for \$92, dated Jan. 22, 1896, at 4 months, payable at the Bank of Ottawa.

Re-engaged J. K. Patterson as accountant at \$80 per month. Engaged D. A. McClure as clerk at \$40 per month.

5. Bought of Mason & Co., Guelph, for cash, 25 bbls. Shoulder Mess Pork at \$13; 5 tubs Creamery Butter, 62, 64, 53, 65, 63, tare 8 lbs. each, at 14c.; 40 sacks Rolled Oats at \$1.53; \$—. Paid freight per cheque, \$10.60.
6. Shipped to Symington & Co., Kincardine, for sale on joint acct., each one-half, 100 bbls. Baldwin Apples at \$1.75, 200 bbls. Snow Apples at \$1.80; \$—. Paid shipping expenses with cash, \$16.50. W. J. Chisholm withdrew for private use, cash \$21.
7. Smith & Galloway rendered an acct. sales of our shipment of the 29th ult. Our net proceeds, \$590.40. They remitted a bank draft purchased with the amount due us, which we deposited, \$—. Paid petty expenses per cheque, \$3.20.

8. Shipped to Logan & Sons, Hamilton, to be sold on joint acct., each one-half, 20 bbls. Shoulder Mess Pork at \$13.10, 20 bbls. Can. Heavy Mess Pork at \$14.60, 80 tubs Lard, 60 lbs. each, net, at 10c.; \$— . Paid shipping expenses per cheque, \$10.60. A. M. Merrick remitted his sight draft on Walker & Co. in full payment of acct., \$— .
9. M. C. McDougall paid his note due this day per cheque, \$— . Paid J. K. Patterson on acct. of salary per cheque, \$20. (*Student's name here*) withdrew cash, \$31. Paid petty expenses with cash, \$13.10.
11. Received from Gibson & Co., Paisley, to be sold on joint acct., each one-half, 200 boxes Factory Cheese, 12,000 lbs. gross, tare 1100 lbs., at 7 $\frac{3}{4}$ c.; \$— . They paid shipping expenses, \$6.25, and on receiving the goods we paid freight per cheque, \$14. James Wilkie paid on acct. cash, \$10. James Wilson withdrew for private use cash, \$133.
12. Symington & Co., Kincardine, rendered an acct. sales of our shipment (first) to them on joint acct. of the 6th inst. Our $\frac{1}{2}$ net proceeds, \$290.75. They remitted a sight draft on Baker & Son for \$280 and their note at 10 days to close acct., \$— . Paid petty expenses per cheque, \$5.20.
13. H. P. Pollock paid his note as per B.B. with cash, \$— . Drew on Logan & Sons at 10 days for \$360. Accepted Gibson & Co.'s draft on us at 10 days for \$200, payable at the Bank of Montreal. W. J. Chisholm withdrew for private use per cheque, \$10. Paid D. A. McClure on acct. of salary per cheque, \$15.
14. Bought of Cooper & Smith, Seaforth, 120 bbls. Northern Spy Apples at \$1.70, 120 sacks Cornmeal at \$1.65, 200 sacks Rolled Oats at \$1.50; \$— . Remitted Logan & Sons' acceptance for \$360 and cash for balance, \$— . Paid freight per cheque, \$16.80. Paid petty expenses per cheque, \$3.90.
15. Sold C. H. Perley for cash the whole of Gibson & Co.'s consignment on joint acct. of the 11th inst., at \$880, and rendered an acct. sales of the same. Charges: freight \$14, drayage \$1.40, storage 1c. per box; \$— ; insurance \$1.80, commission 2 $\frac{1}{2}$ % on sales; \$— . Our $\frac{1}{2}$ net proceeds, \$— . Gibson & Co.'s $\frac{1}{2}$ net proceeds, \$— . Remitted our cheque issued for the whole amount due the consignor \$— . J. H. Brown paid his note due this day per cheque, \$— .
16. Sold M. A. Allen on his note at 30 days, payable at the Bank of Montreal, 100 bbls. Northern Spy Apples at \$1.90, 50 sacks Rolled Oats at \$1.65, 40 kegs Mixed Pickles, 5 gals. each at 50c.; \$— . John Black paid on acct. cash, \$20. Paid petty expenses per cheque, \$10.20.
18. Bought of Symington & Co., Kincardine, 50 tubs Creamery Butter 3250 lbs. gross, tare 450 lbs., at 15c.; \$— . Remitted in full pay

- ment a bank draft purchased per cheque, \$—.* Paid freight per cheque, \$6.10. Deposited in bank, cash \$1000.
19. Paid our acceptance favor of H. E. Weldon, due this day as per B.B., per cheque, \$—. H. A. Waddell paid his acct. in full with his sight draft on C. P. Gilroy, \$—.
 20. H. C. Peters has failed. Received cash in payment of our acct. at 60c. on the dollar, \$—. Paid petty expenses per cheque, \$7.80.
 21. Bought of Meredith & Co., Goderich, for shipment to Smith & Galloway, Toronto, on joint acct. each one-half, 1000 bbls. Fine Salt at \$1.20, \$—. Remitted in full payment a bank draft for which we issued our cheque, \$—. Paid shipping expenses per cheque, \$20.50. Retired C. H. Young's note due this day on receipt of a new note bearing interest at 10%, \$—.
 22. Logan & Sons, Hamilton, rendered an acct. sales of our shipment to them of the 8th inst. on joint acct. Our $\frac{1}{2}$ net proceeds, \$532.30. Drew on them at 15 days to cover net proceeds and close acct., \$—. Paid J. K. Patterson on acct. of salary cash, \$10. Paid petty expenses per cheque, \$3.45.
 23. Sold James Wilkie on acct., 5 tubs Creamery Butter, 58 lbs. each net, at 18c., 3 sacks Rolled Oats, at \$1.65; \$—. Bought of A. L. Robinson, 320 bush. Potatoes at 20c.; \$— . Gave in full payment an order on C. P. Gilroy.
 25. Retired Symington & Co.'s note on receiving cash \$100 and a new note at 30 days bearing interest at 10% for balance of old note, \$—. Paid Alex. Crichton's note per cheque, \$—.
 26. Discounted Logan & Sons' acceptance dated 22nd inst. at 8%. Proceeds deposited, \$—. Paid our acceptance favor of Gibson & Co. per draft, for which we issued our cheque, \$—.
 27. C. P. Gilroy remitted his cheque in full payment of acct., \$—. Alex. Stewart's note was held until to-day at his request. He paid it in full per cheque, with interest at 10% after the date of maturity. C. C. Burley paid his note in full with cash, \$—.
 28. Sold J. C. Burns, on his note at 2 months, 200 bush. Potatoes at 25c., \$—. Paid cash for repairs, \$3.90.
 29. Prepaid our note favor of T. C. Palliser with cash. Rate of discount, 8%.
 30. Paid J. K. Patterson the balance of month's salary per cheque, \$—. Paid D. A. McClure the balance of month's salary per cheque, \$—. Paid rent for the month per cheque, \$50.

Inventories, May 30, 1896.

Merchandise.....	\$3894 43
Office Furniture.....	80 00
Insurance (unexpired premium).....	15 00
Interest and Discount.....	—
Shipment Co., C.....	—

*When the rate of exchange is not given it is to be taken at $\frac{1}{2}\%$.

SET VI.—MANUFACTURING BUSINESS.

Books used—Same as for Set VI., page 239.

—————*Sept. 1, 1896.*

William Symington and (*Student's name here*) have this day formed a co-partnership for the purpose of carrying on a Lumber Manufacturing Business under the firm title of Symington & (*Student's surname here*). Either partner is to be allowed interest at the rate of 7% on the excess of his net investment over that of the other. After deducting such interest, gains and losses are to be shared equally.

C. C. Milverton leased to us his sawmill, lumber yard and office, situate on Sanford Street for a period of 3 years at \$2280 per annum, payable monthly.

William Symington invests cash, \$5000; J. A. Young's note dated June 9, 1896, at 3 months, payable at the Imperial Bank, for \$438. This note bears interest at 9%. Total, \$—.

(*Student's name here*) invests cash, \$4000, Material as per inventory, \$3160; Lumber, etc., as per inventory, \$2400. Total, \$—.

Engaged C. H. Peters as accountant at \$840 per annum, J. S. Griffin as lumber yard foreman at \$600 per annum, R. C. Perrin and H. B. Huston as lumber yard hands at \$26 per month, A. H. Scott as delivery teamster at \$26 per month. M. H. Forrest as sawmill foreman at \$720 per annum, Jas. Collier as filer at \$45.50 per month, W. W. Howey as sawyer at \$45.50 per month, A. Fenwick as setter at \$45.50 per month, R. G. Walton as edger, W. F. Spencer as trimmer, James Herchmer as scaler, each at \$39 per month; C. P. Baker as engineer at \$52 per month, John Kenny as fireman at \$26 per month, J. H. Edwards as mill teamster at \$26 per month, Jacob Carson and A. H. Harris as mill hands at \$1 per day. Services of all employees to commence to-day.

Bought of Carswell & Sons on our acceptance at 15 days, a Team, Wagon and Harness (for delivering lumber) at \$250; also a Team with outfit for logging at \$280. Bought of Smith & Co. for cash, Oil and other supplies for mill as per invoice No. —, \$30.

2. Deposited in the Bank of Ottawa, cash \$6000. Bought of Doughty & Co., Pembroke, on our acceptance at 10 days, Logs as per invoice No. —, \$700. Paid for floating logs to mill per cheque, \$48.50. Bought of Bannerman & Co., Revelstoke, for cash, B. C. Cedar Shingles as per invoice No. —, \$600. Paid freight per cheque, \$75. Time—Lost, W. F. Spencer $\frac{1}{4}$ day, Jacob Carson $\frac{1}{2}$ day.

3. Took out Insurance Policy for \$5000 for one year. Paid premium per cheque, \$180. Sold C. A. Kernighan on his note at 10 days:

100 pcs. 2" × 4" × 12' S. 1 S. & 1 E. }
 100 pcs. 2" × 4" × 14' " " } at \$14.50 per M.*
 100 pcs. 2" × 4" × 16' " " }

181 ft. B.M. 1' 3rd Clear W.P. 10' Rf. }
 659 ft. " " " 12' " }
 554 ft. " " " 14' " } at \$34.50 per M.
 792 ft. " " " 16' " }
 99 ft. " " " 18' " }

5000 ft. " 6' Shiplap at \$12 per M.

25000 XXX Sawn Shingles at \$2.60 per M.

Time—Lost, W. F. Spencer $\frac{1}{2}$ day, J. H. Edwards, $\frac{1}{4}$ day.

4. Sold M. C. Alton on his acceptance at 15 days :

20 pcs. 4" × 4" × 18' R.P. }
 25 pcs. 8" × 10" × 30' R.P. } at \$16 per M.

6000 ft. B.M. 1" 1st Clear W.P. at \$45 per M.

10000 ft. B.M. 1" Selects at \$32 per M.

4800 ft. B.M. 1" Clear B.C. Cedar at \$50 per M.

Time—Lost, A. Fenwick $\frac{1}{2}$ day.

5. Paid M. H. Forrest on acct. of wages per cheque, \$10. Bought of Percival & Larkin, Ottawa, Logs as per invoice No. —, \$480.

Remitted in payment a draft purchased per cheque (Exchange $\frac{1}{8}\%$).

William Symington withdrew from business per cheque, \$20.

7. Sold A. H. Sanders, Brockville, on his acceptance at 30 days :

10000 ft. B.M. Bevel Siding W.P. at \$22 per M.

30000 B.C. Dimension Shingles at \$4 per M.

25000 Pine Lath at \$2.80 per M.

(*Student's name here*) took from yard for private use, 8000 No. 1 Pine Shingles at \$2.75 per M.

Time—Lost, H. B. Huston $\frac{1}{2}$ day, A. H. Scott 1 day.

8. Sold H. D. McLellan on acct.:

20 pcs. 3" × 6" × 18' R.P. at \$20 per M.

30 pcs. 4" × 6" × 12' White Oak at \$54 per M.

Sold W. C. McKirchar for cash :

3000 ft. B.M. 1" Clear B.C. Cedar at \$50 per M.

Time—Lost, W. W. Howey $\frac{1}{4}$ day, R. G. Walton $\frac{1}{2}$ day.

9. Sold S. H. Cann on acct. :

6000 ft. B.M. 1st B.C. Fir Flooring at \$36 per M.

5000 ft. B.M. 1st Cedar Siding at \$34 per M.

Bought of Davidson & Barratt, Arnprior, Logs as per invoice No. —, \$800. Remitted in payment a draft purchased per cheque.

(Exchange $\frac{1}{8}\%$.) Paid for removing logs to saw-mill, cash, \$36.

Time—Lost, Jas. Collier $\frac{1}{2}$ day, John Kenny 1 day.

10. Paid C. H. Peters on acct. of wages per cheque, \$10. Sold A. H.

*In the case of lumber or timber, the price of 1000 ft. board measurement is to be taken throughout this exercise, unless otherwise specified.

- Mackay for cash, 5 loads Slabs at \$1.10 per load. Bought of Dixon & Sons, Montreal, for cash, a Safe for office, \$120. Paid freight per cheque, \$6.50. William Symington withdrew cash, \$20. Time—Lost, R. C. Perrin $\frac{1}{2}$ day.
11. Sold Jas. Aird on his note at 10 days :
 10 pcs. 3" \times 8" \times 24' Tamarac at \$16 per M.
 5000 ft. B.M. 1st Bevel Siding, W.P., at \$23 per M.
 Shipped per order of C. K. Lumsden, Brockville :
 5000 ft. B.M. 1st Cedar Siding at \$39 per M.
 6000 ft. B.M. Red Cherry, Rough, at \$60 per M.
 Time—Lost, Jas. Collier $\frac{1}{2}$ day, Jas. Herchmer $\frac{1}{4}$ day, A. H. Harris $\frac{1}{2}$ day.
12. J. A. Young paid in full his note with interest as per B.B. The bank has credited us with the proceeds, \$— . Paid cash for Stationery and Postage, \$1.80. Paid C. P. Baker on acct. of wages per cheque, \$10.
14. S. H. Cann remitted on acct. his sight draft on E. A. Marling for \$186. C. C. Milverton has added new machinery as per terms of contract, valued at \$146. We advanced for him cash in full payment at 8%.
- Time - Lost, A. Fenwick 1 day, Jacob Carson $\frac{1}{4}$ day.
15. Paid per cheque our acceptance favor of Doughty & Co., as per B.B. \$—. Bought of Percival & Larkin, Ottawa, on our acceptance at 30 days, Logs as per invoice No. —, \$365. Paid cash for cleaning office, \$1.40. Paid W. W. Howey on acct. of wages per cheque \$5. Paid J. H. Edwards on acct. of wages per cheque, \$2.50.
16. C. A. Kernighan remitted in payment of his note due this day as per B.B., his sight draft on Snyder & Co. for \$98.42 and a new note at 30 days bearing interest at 8% for balance of old note, \$—. H. D. McLellan paid on acct., cash \$20.
- Time—Lost, R. G. Walton $\frac{1}{2}$ day, Jas. Collier $\frac{1}{2}$ day.
17. Sold L. E. Farquharson on acct. :
 30 pcs. 6" \times 6" \times 18' Hemlock at \$12 per M.
 12 pcs. 4" \times 12" \times 24' Pine at \$20 per M.
 (*Studen's name here*) withdrew from business per cheque, \$40.
 Time—Lost, A. H. Harris $\frac{1}{4}$ day.
18. Engaged John Roberts and Jas. Cameron as mill hands at \$1 per day. Services to commence on Monday the 21st inst. L. E. Farquharson returned 3 pcs. 4" \times 12" \times 24' Pine Timber sold to him on the 17th inst. Deposited in bank cash, \$300. Paid J. S. Griffin on acct. of wages per cheque, \$15.
- Time—Lost, H. B. Huston 1 day, James Collier $\frac{1}{2}$ day.
19. Sold T. C. Jones, on his note at 60 days, 3550 ft. B.M. 1 inch Clear Red Pine Lumber at \$32 per M., \$—. Paid per cheque our acceptance favor of Carswell & Sons due this day as per B.B., \$—

Paid A. H. Harris the full amount of wages due him per cheque, \$—, and discharged him.

Time—Lost, R. C. Perrin $\frac{1}{2}$ day, Jas. Herchmer $\frac{1}{4}$ day, A. H. Harris $\frac{1}{2}$ day.

21. Sold A. M. Winkler, on his acceptance at 60 days, 3240 ft. B.M. 6 inch W.P. Siding at \$36 per M., 2600 ft. B.M. 8 inch Shiplap at \$20 per M.; 4000 XXX Sawn Shingles at \$3 per M., \$—. Discounted A. M. Winkler's acceptance at 8%; proceeds deposited, \$—. William Symington withdrew for private use, cash, \$47.07.

22. Bought of Liddell & Co., Logs as per invoice No.—, \$1000. Gave in payment, cash, \$600 and our note at 30 days for balance, \$—. M. C. Alton remitted in payment of his acceptance due this day, as per B.B., his sight draft on Farren & McMurry for \$400, and a bank draft for balance, \$—.

Time—Lost, H. B. Huston $\frac{1}{4}$ day, Jacob Carson $\frac{1}{4}$ day.

23. Received from C. K. Lumsden on acct., O. H. Holloway's note for \$255.50, dated Aug. 6, 1896, at 3 months.* This note bears interest at 8%. Engaged P. Macpherson and R. H. Robbins as mill hands at \$1.10 per day; services to commence on the 24th inst.

Time—Lost, A. Fenwick $\frac{1}{4}$ day.

24. Sold Matthew Fisher, on acct., 3250 ft. 1st Clear White Pine Finishings at \$60; 6000 Pine Lath at \$2.80 per M.; 14000 B.C. Cedar No. 1 Shingles at \$3 per M.; \$—. Paid cash for repairing office, \$1.20.

Time—Lost, R. G. Walton $\frac{1}{4}$ day, Jacob Carson $\frac{1}{2}$ day.

25. L. E. Macpherson paid on acct., per cheque, \$20. Bought of Robertson & Co., Montreal, for cash, supplies for mill, as per invoice No. —, \$25.

26. Prepaid our acceptance favor of Percival & Larkin, as per B.B., per cheque. Rate of discount 8%. Paid W. F. Spencer, on acct. of wages, per cheque, \$5.

Time—Lost, John Roberts $\frac{1}{2}$ day.

28. Sold J. C. Scott, on his note at 10 days, 5000 B.C. Dimension Shingles at \$4 per M.; 16000 Pine Lath at \$2.80 per M.; \$—. H. D. McLellan paid cash in full of acct., \$—.

Time—Lost, A. Fenwick $\frac{1}{4}$ day, Jas. Herchmer $\frac{1}{2}$ day.

29. Deposited in bank, cash \$500. Sold S. H. Cann on acct., 6500 ft. No. 2 Culls at \$6, 1500 ft. Clear B.C. Cedar inch Lumber at \$50, \$—.

Time—Lost, R. G. Walton $\frac{3}{4}$ day, W. F. Spencer $\frac{1}{4}$ day, J. H. Edwards $\frac{3}{4}$ day.

30. Paid employees in full to date, per cheque, \$—. Paid C. C. Milverton the amount of rent still due him, per cheque, \$—.

Time—Lost, H. B. Huston $\frac{1}{4}$ day, W. W. Howey $\frac{3}{4}$ day.

* Note taken at face value *plus* interest.

Inventories, Sept. 30, 1896.

Material on hand.....	\$3594 50
Merchandise on hand.....	3504 87
Mill Team with Outfit.....	260 00
Delivery Team with Outfit.....	220 00
Safe on hand.....	110 00
Interest accrued.....	_____
Insurance (unexpired premium).....	_____

At the end of the month the student will test the equilibrium of the Ledger, make financial statements and close the accounts.

NOTE.—The student is expected to write correspondence, notes, drafts, etc. See form of Time Book on page 245, and also form of Pay Sheet on page 246.

CHAPTER IV.

SET I.—BOOT AND SHOE BUSINESS.

Books used—Same as for Set. I., page 219.

TRANSACTIONS.

———— January 4, 1897.

(*Student's name here*) has this day commenced the Boot and Shoe Business on ——— Street, No. —, investing as follows:

Resources—Cash on hand, \$1500. Goods in Store, \$1000. H. D. Belfry's note for \$600, dated Dec. 9, 1896, at one month, payable at the Imperial Bank. A. C. Blair owes on acct. \$50. H. M. Hallett owes on acct. \$37.50. L. B. Franklin owes on acct. \$129.75.

Liabilities—My note in favor of T. K. Boyce for \$182.50, dated Nov. 4, 1896, at 3 months, bearing interest at 8%.

5. Paid cash for Advertising \$5, and for Stationery, \$3.25. Deposited in the Bank of British North America, cash, \$1200. Cash sales, \$15.70.
6. Bought of The Copp, Clark Co., Toronto, a set of Office Books for cash, \$15. Bought of Hamilton & Sons, Toronto, on my acceptance at 10 days, goods as per invoice No. —, \$420. Paid freight per cheque, \$6.20. Cash sales, \$21.55.
7. Sold H. S. St. John, on his note at 15 days, 5 prs. Ladies' Oxford Ties at \$1.70; 4 prs. Men's Calf Bals. at \$3.50; 2 prs. Men's Fancy Slippers at \$1.75; 3 prs. Boys' Buff Bals. at \$1.25; \$—. Deposited in bank, cash, \$100. Cash sales, \$30.10.
8. Sold A. L. Gale, on acct., 3 prs. Ladies' Juliet Rubbers at 50c.; 10 prs. Men's Storm Rubbers at 75c.; 15 prs. Ladies' Opera Slippers at \$1.50; 12 prs. Boys' Running Shoes at 50c.; \$—. Paid cash for delivering goods, 50c. Cash sales, \$35.70.
9. Withdrew for private use, cash, \$25.60. Bought of Livingston & Co., Hamilton, on my acceptance at 15 days, goods as per invoice No. —, \$400. Paid freight per cheque, \$7.65. Cash sales, \$57.80.
11. Bought of W. H. Black & Son, Montreal, goods as per invoice No. —, \$200. Remitted in payment a bank draft purchased per cheque. (Exchange $\frac{1}{8}\%$.) Paid cash for freight, \$3.75. Cash sales, \$29.60.
12. Sold W. A. Lloyd, on acct., 5 Barrel Top Leather Trunks at \$10.20; 12 Gladstone Valises at \$6.50; 3 Leather Grips at \$2.50; \$—. A. L. Gale paid on acct., cash, \$20. Retired H. D. Belfry's note

- on receiving cash, \$235, and a new note at 30 days, bearing interest at 8% for balance of old note, \$—. Cash sales, \$36.90.
13. L. B. Franklin remitted on acct. his sight draft on C. H. LeClair for \$75. Paid cash for Postage, \$1.20, and for cleaning store, 50c. Sold A. S. Armstrong, on his note at 10 days, 10 Barrel Top Leather Trunks at \$12.50; 5 Canvas Telescope cases at \$1.50; \$—. Cash sales, \$40.20.
 14. H. M. Hallett paid on acct. per cheque, \$17.50. Sold A. L. Gale, on acct., 2 Solid Leather Valises at \$12.50; 5 prs. Ladies' Oxford Ties at \$1.50; 3 prs. Ladies' Butt. Boots at \$3.50; 1 pr. Ladies' Tan Opera Slippers at \$1.75; \$—. Cash sales, \$37.75.
 15. Engaged P. C. Cruikshanks as accountant at \$30 for the remainder of the month. Paid cash for delivering goods, \$1.10. Took from store for private use 1 Canvas Telescope Case at \$2.50; 1 Solid Leather Valise at \$18; \$—. W. A. Lloyd remitted his cheque in full payment of acct, \$—. Cash sales, \$39.80.
 16. Bought of C. C. Peck, for cash, 1 Office Desk at \$40; 3 Chairs at 75c.; \$—. Sold H. H. Muirhead 2 prs. Men's Storm Rubbers at 75c.; 1 pr. Men's Calf Bals. at \$3.25; \$—. Received in full payment an order on A. L. Gale, which he accepted. Cash sales, \$59.35.
 18. Bought of H. R. Williams, at 75c. on the dollar, his whole stock of goods as per inventory, \$1200, assuming the following debts payable: Thos. Paterson's acct., \$100; N. D. Pinkham's acct., \$350; A. T. Boyd's acct., \$220. Paid H. R. Williams the balance due him per cheque, \$—. Cash sales, \$48.75.
 19. Deposited in bank, cash, \$350. Paid N. D. Pinkham, on acct. per cheque, \$100. Paid my acceptance favor of Hamilton & Sons, Toronto, due this day, per cheque, \$—. Paid cash for stationery, \$1.25. Cash sales, \$35.45.
 20. Withdrew for private use per cheque, \$25. Paid Daniel Pike for repairing store, cash, \$1.20. L. B. Franklin paid on acct. per cheque, \$25. Sold J. S. Lewis, on acct., 3 prs. Men's Niagara Rubbers at 75c.; 5 prs. Men's Calf Bals. at \$4; 3 prs. Men's Fancy Slippers at \$1.80; \$—. Cash sales, \$38.40.
 21. Sold K. T. Moore, on his note at one month, 10 prs. Misses' Kid Butt. Boots at \$1.65; 10 prs. Boys' Canvas Shoes at 75c.; 2 Club Bags at \$5; 4 Solid Leather Valises at \$12; \$—. Cash sales, \$42.30.
 22. Sold P. C. Cruikshanks, on acct., 1 Canvas Telescope Case at \$2.25; 1 pr. Men's Calf Bals. at \$4.50; 1 pr. Fancy Slippers at \$2; \$—. Cash sales, \$35.60.
 23. Bought of C. C. Peck, for cash, 1 Show Case, \$40. Sold Alex. McGowan, on his note at 10 days, 2 Barrel Top Leather Trunks at \$12, \$—. Cash sales, \$50.70.
 25. Paid A. T. Boyd on acct., cash \$100. H. S. St. John paid his note

in full per sight draft on Thos. Fowler, \$—. A. L. Gale paid cash in full of acct., \$—. Cash sales, \$45.30.

26. A. S. Armstrong paid cash in full of his note due this day, \$—. Deposited in bank cash, \$160. Sold W. A. Lloyd on acct. 2 Leather Grips at \$3, 2 Fibre Telescope Cases at \$1.50; \$—. Sold P. C. Cruikshanks on acct. 2 prs. Ladies' White Opera Slippers at \$1.75, 2 prs. Boys' Running Shoes at 50c.; \$—. Cash sales, \$44.20.
27. Paid Thos. Paterson on acct. per cheque, \$50. Paid per cheque my acceptance favor of Livingston & Co., Hamilton, as per B.B., \$—. Withdrew for private use, cash, \$10. Cash sales, \$52.65.
28. Bought of Livingston & Co., Hamilton, on my acceptance at 30 days, goods as per invoice No. —, \$500. Paid freight per cheque, \$8.20. Paid for repairs with goods from store \$1.45. Cash sales, \$42.10.
29. J. S. Lewis paid on acct. per cheque, \$17.65. A. C. Blair gave his note at 10 days payable at the Bank of British North America in full payment of acct., \$—. Sold John Farquharson on acct. 2 prs. Men's Oxford Ties at \$2, 2 prs. Fancy Slippers at \$1.75; \$—. Cash sales, \$39.90.
30. Paid rent for the month per cheque, \$45. Paid P. C. Cruikshanks balance of salary due him, per cheque, \$—. W. A. Lloyd paid his acct. in full per cheque, \$—. Cash sales, \$65.45.

Inventories, Jan. 31, 1897.

Merchandise.....	\$2046 96
Office Furniture.....	80 00
Int. and Dis. (Interest accrued).....	_____
Total... ..	\$_____

SET I.—Continued.

Books used—The same as for Set I., page 222.

TRANSACTIONS.

———, *Feb. 1, 1897.*

- I have this day added to my investment, cash \$500. Re-engaged P. C. Cruikshanks as accountant at \$65 per month. Engaged Harry Foster as clerk at \$30 per month. Cash sales, \$37.50.
2. Bought of Murray & Fraser, Montreal, goods as per invoice No. —, \$500. Gave in payment my acceptance at 10 days, payable at the Bank of Commerce. Paid freight with cash, \$8.60. Paid cash for repairs, \$1.30. Cash sales, \$43.95.
 3. Sold A. T. Boyd on acct., 3 prs. Ladies' Croquet Rubbers at 50c., 5 prs. Ladies' Storm Rubbers at 60c., 3 prs. Men's Calf Bals. at \$4.50, 5 prs. Boys' Canvas Shoes at 70c.; \$—. L. B. Franklin paid on acct., cash \$10. Cash sales, \$55.85.

4. Gave N. D. Pinkham, in full payment of acct., my note at 30 days payable at the Bank of British North America, \$— . Sold H. M. Hallett on acct., 2 Barrel Top Leather Trunks at \$10, 3 Pack Trunks at \$1.75, 1 Club Bag at \$4; \$— . Cash sales, \$52.30.
5. Alex. McGowan remitted his cheque in full payment of his note, due this day as per B.B., \$— . Sold L. C. Thompson on acct., 2 Canvas Telescope Cases at \$2.10, 1 Solid Leather Valise at \$13.50; \$— . Deposited in bank, cash \$1,000. Cash sales, \$44.25.
6. Bought of Crawford & Co., Toronto, goods as per invoice No. —, \$400. Remitted in payment a bank draft purchased per cheque, \$— . Paid freight per cheque, \$5.60. Sold William Harris on his note at 10 days, payable at the Bank of Ottawa, 5 Barrel Top Leather Trunks at \$13.25. Cash sales, \$60.45.
8. J. S. Lewis gave his order on Thos. Paterson to close acct., \$10. Sold James Riddell on his note at 15 days, 5 prs. Men's Oxford Shoes at \$3, 3 prs. Misses' Tan Slippers at \$1.25, 4 prs. Boys' Buff Bals. at \$1.20; \$— . Paid per cheque my note favor of T. K. Boyce, with interest as per B.B., \$— . Cash sales, \$50.25.
9. Thos. Paterson refused to accept J. S. Lewis' order of the 8th inst. and it was returned. Paid Chas. Humber for digging garden (private) with goods from store, \$5.75. Cash sales, \$43.85.
10. J. S. Lewis paid cash in full of acct., \$— . Sold C. C. Mather on acct., 2 Club Bags at \$4.50; \$— . Withdrew for private use, cash \$20. Paid cash for delivering goods, \$1.10. Cash sales, \$54.35.
11. A. C. Blair paid in full his note due this day, per cheque, \$— . Sold Thos. Paterson on acct., 4 prs. Ladies' Buff Bals. at \$1.30, 6 prs. Ladies' Felt Slippers at \$1.10, 3 prs. Boys' Heavy Boots at \$2, 10 prs. Misses' Goat Lace Boots at \$1.25; \$— . Took from store for private use goods, \$7.65. Cash sales, \$42.90.
12. Gave to the General Hospital, cash \$10. Sold L. C. Thompson 5 prs. Men's Gaiters at \$3.20, 10 prs. Men's Fancy Slippers at \$2, 3 prs. Men's Stoga Boots at \$1.80. Received in payment an order on A. E. Caverhill for \$20, the balance to remain on acct., \$— . Paid cash for Advertising, \$2.40, for Telegram, 50c. Cash sales, \$42.30.
13. L. B. Franklin remitted on acct. his sight draft on A. H. Fraser for \$12. Deposited in bank cash, \$200. Bought of Craig & Co., Toronto, goods as per invoice No. —, \$360. Remitted in payment a bank draft for which I issued my cheque, \$— . Paid freight per cheque, \$6. Cash sales, \$58.75.
15. H. D. Belfry remitted cash in full payment of his note with interest as per B. B., \$— . Proceeds deposited. Paid per cheque my acceptance favor of Murray & Fraser, Montreal, as per B. B., \$— . Cash sales, \$38.40.
16. Paid Thos. Paterson cash in full of acct., \$— . Sold A. M. Loughheed

- on his note at 10 days, 2 Solid Leather Valises at \$12.50 ; \$—.
Paid cash for Fuel, \$7.50. Cash sales, \$42.30.
17. A. E. Caverhill paid cash in full of acct., \$— . L. B. Franklin remitted his cheque to close acct., \$— . Cash sales, \$48.90.
 18. Bought of Housser, Farren & Co., Toronto, on my acceptance at 10 days, goods as per invoice No. —, \$120. Paid freight per cheque, \$2.80. Paid P. C. Cruikshanks on acct. of salary, per cheque, \$10. Took goods from store for private use, \$5.20. — Cash sales, \$46.25.
 19. William Harris gave an order on A. T. Boyd in full payment of his note due this day, \$— . Sold Harry Foster on acct. 1 pr. Men's French Calf Bals. at \$3.25, 1 pr. Fancy Slippers at \$2 ; \$— . Cash sales, \$39.80.
 20. Bought of L. C. Thompson, for private use, a buggy at \$60. Took cash from till to close his account, \$20.90. Cash sales, \$59.20.
 22. C. C. Mather paid cash in full of acct., \$— . Sold John Farquharson on acct. 3 prs. Men's Calf Sewed Boots at \$4.50, 1 Leather Trunk at \$13.60 ; \$— . Paid cash for Advertising, \$1.40. Cash sales, \$44.60.
 23. Bought of Hurdon & Kennedy, Montreal, for cash, goods as per invoice No. —, \$200. Discount off, 5%. Paid freight per cheque, \$4.60. Cash sales, \$38.90.
 24. K. T. Moore paid in full per cheque, his note due this day, as per B. B., \$— . Remitted my note at 30 days in full payment of A. T. Boyd's acct., \$— . Cash sales, \$46.70.
 25. H. M. Hallett paid on acct., cash, \$20. Sold A. E. Caverhill on acct., 3 prs. Misses' Tan Slippers at \$1.25, 5 prs. Men's Storm Rubbers at 75c. ; \$— . Cash sales, \$46.45.
 26. Paid cash for Stationery, \$1.10. James Riddell paid his note in full with cash, \$— . Withdrew for private use per cheque, \$10. Cash sales, \$39.80.
 27. Paid P. C. Cruikshanks per cheque balance of month's wages, \$— . Paid per cheque balance of wages for month due Harry Foster, \$— . Paid rent per cheque, \$45. Cash sales, \$52.40.

Inventories, Feb. 28, 1897.

Merchandise	\$2243 93
Office Furniture.....	80 00
Expense	3 20
Total.....	\$

SET II.

The transactions of this Set are the same as those of Set I. For the month of January the books are to be kept by Double Entry and for the month of February by Single Entry. The books used are the same as for Set II., page 224.

SET III.—GROCERY AND PROVISION BUSINESS.

PARTNERSHIP—TWO PARTNERS.

Books used—The same as for Set III., page 225.

TRANSACTIONS.

————— *March 1, 1897.*

(*Student's name here*) and W. P. Riddell have this day entered into a co-partnership to carry on a General Grocery and Provision Business, at No. ——— Street, agreeing to share gains and losses in proportion to investment. The business is to be conducted under the firm name of (*Student's surname here*) & Riddell.

(*Student's name here*) investment:

Resources—Cash, \$2000. Mdse., \$1200. John Woodsworth owes on acct., \$180.

Liabilities—Note in favor of C. H. Darwin for \$547.50 dated Jan. 27, 1897, at 2 mos., bearing interest at 7%, payable at the Bank of Toronto. Balance due C. M. Murray on acct. \$12.50.

W. P. Riddell's investment:

Resources—Cash, \$800. Mdse., \$2000. William Harrison's note for \$250 dated Feb. 10, 1897, at 1 month, payable at the Bank of Montreal. H. R. Scarlett owes on acct., \$120. L. F. Bunting owes on acct., \$25. Horse and Dray, valued at \$120.

Liabilities—Note in favor of W. R. Armstrong for \$300, dated Jan. 6, 1897, at 2 mos., payable at the Bank of Ottawa. Balance due Chas. Andrews on acct., \$100. Engaged J. W. Stacey as clerk, at \$40 per month, and James Wilson as errand boy, at \$12 per month.

2. Deposited in the Bank of Montreal, cash, \$2300. Paid cash for Advertising, \$6.20, for Stationery, \$3.60, for Coal, \$10. Bought of Langman & Co., Toronto, 4 bbls. Yellow Sugar, 342-22, 339-21, 335-20, 332-22, at 4c., 8 sacks B. Rice, 250 lbs. each at 3¼c., 20 boxes Surprise Soap at \$4.75, 10 boxes Royal Crown Soap (unwrapped) \$4.50, 2 kegs Washing Soda 112 lbs. each, net, at 2c., 5 cases Celluloid Starch at \$5.50; \$—. Gave in payment, cash \$100, and our acceptance at 10 days for balance, \$—. Paid freight per cheque, \$6.50. Paid cash for Lamps \$5, and for Cordwood \$2.50. Cash sales, \$29.30.

3. Sold W. C. Shaw on acct., 5 cases Canned Pears at \$3.50, 4 cases Canned Beans at \$2.10, 10 sacks Rolled Oats at \$2.20, 10 sacks Gran. Oatmeal at \$2.40, 12 boxes Valencia Raisins at \$1.75, 5 boxes California Prunes, 50 lbs. each, net, at 6c., 20 boxes Codfish, 5 lbs. each, net, at 7c., 4 half-bbls. Herrings at \$3.20; \$—. Bought of Cameron & Wilson, Hamilton, a Safe for office, \$125.

Remitted in payment a bank draft purchased per cheque. (Exchange 25c.) Cash sales, \$30.25.

4. Sold J. E. Chegwin on his note at 15 days, payable at the Bank of Montreal, 180 lbs. Gran. Sugar at $5\frac{1}{4}$ c., 140 lbs. Rolled Oats at 4c., 5 gals. Vinegar at 40c., 100 lbs. Smoked Ham at 14c., 50 bush. Potatoes at 25c.; \$— . Paid P. H. Beaver for repairs, with goods, \$10.60. Cash sales, \$39.85.
5. Bought of Powell & Sons, Hamilton, 5 bbls. Golden Syrup, 78 gals., 77 gals., 81 gals., 80 gals., 79 gals., at 44c.; \$— . Gave cheque in full payment. Paid freight per cheque, \$3.20. Sold R. C. Brown on acct., 10 gals. Eocene Oil at 32c., 3 tubs Creamery Butter, 65 lbs., 62 lbs., 63 lbs., gross, tare 23 lbs., at 15c., 5 doz. Eggs at 12c., 5 lbs. Corr. Starch at 8c.; \$— . Cash sales, \$32.75.
6. John Woodsworth paid on acct. per cheque, \$100. Sold M. C. Cargill on his note at 10 days, 20 sacks Oatmeal at \$2.30, 240 lbs. S. C. Ham at 15c., 150 lbs. Spiced Roll at 10c.; \$— . (*Student's name here*) withdrew from business per cheque, \$20. Deposited in bank, cash \$100. Cash sales, \$50.85
8. Bought of Ferrier & Glass, Goderich, 25 bbls. Patent Process Flour at \$3.40, 12 bbls. Strong Baking Flour at \$3; \$— . Gave in payment our acceptance at 15 days, payable at the Bank of Montreal. Paid freight per cheque, \$7.20. Cash sales, \$35.20.
9. L. F. Bunting paid on acct. per cheque, \$10. Sold Chas. Andrews on acct., 6 lbs. Ceylon Tea at 42c., 50 lbs. Bk. Bacon at 14c., 10 lbs. Tapioca at $4\frac{1}{2}$ c.; \$— . Paid per cheque our note favor of W. R. Armstrong, due this day, \$— . Cash sales, \$45.85.
10. W. P. Riddell took from store for private use 100 lbs. Gran. Sugar at 5c., 50 lbs. Light Yellow Sugar at 4c., 56 lbs. B. Rice at $3\frac{3}{4}$ c., 25 lbs. Valencia Raisins at 8c., 4 crates Peaches at \$1.10; \$— . Paid Chas. Andrews on acct., cash \$20. Paid J. W. Stacey on acct. of wages per cheque, \$10. Cash sales, \$50.10.
11. Sold Geo. W. Clendenning on his note at 1 month, 50 lbs. Japan Tea at 30c., 25 lbs. Congou Tea at 30c., 12 lbs. Mocha Coffee at 40c., 40 lbs. Flake Tapioca at 3c., 5 doz. Eggs at 10c., 12 qts. Mixed Pickles at 15c., 20 lbs. Spiced Roll at 10c.; \$— . L. F. Bunting paid his acct. in full per order on H. S. Corbett for which we received cash, \$— . Cash sales, \$42.90.
12. Bought of Scott & Co., Toronto, on our acceptance at 15 days, 3 bbls. Gran. Sugar, 315-19, 320-20, 317-19, at $4\frac{1}{2}$ c., 500 lbs. Long Clear Bacon at 8c.; \$— . Paid freight per cheque, \$4.60. Sold D. C. Dunn 3 bbls. Apples at \$1.60; 5 bbls. Strong Baker's Flour at \$3.25, 10 bottles C. B. Assorted Pickles at 30c.; \$— . Received in payment an order on C. M. Murray, which Mr. Murray has accepted. Cash sales, \$45.80.
13. William Harrison settled for his note due this day as per B.B. by

- paying cash \$104, and giving a new note at 2 months, bearing interest at 8% for balance, \$146. Paid James Wilson on acct. of wages per cheque, \$2.50. R. C. Brown remitted on acct. his cheque for \$15. Cash sales, \$59.95.
15. Bought of J. C. Scott for cash, 5 tubs Dairy Butter, 56 lbs., 52 lbs., 59 lbs., 64 lbs., 63 lbs., tare 44 lbs., at 14c.; 150 bush. Potatoes at 22c.; 250 lbs. Smoked Ham at 13c.; \$— . Sold Robert Fisher on acct.: 20 bush. Potatoes at 25c.; 5 lbs. Java Coffee at 40c.; 118 lbs. Yellow Sugar at 4½c.; \$— . Paid our acceptance favor of Langman & Co., Toronto, per cheque, \$— . Cash sales, \$44.85.
 16. Sold A. W. Speers 2 bbls. Patent Process Flour at \$3.75, 5 sacks Cornmeal at \$2.10, 20 sacks Gran. Oatmeal at \$2.20, 2 hf. chests Congou Tea, 65 lbs. each net, at 35c., 10 lbs. Oolong Tea at 40c.; \$— . Received in payment cash \$50, the balance to remain on acct., \$— . Cash sales, \$52.90.
 17. Bought of Farran & Bagshawe at 60c. on the dollar their entire stock of goods as per inventory, \$800. Gave in payment our cheque for \$400 and sight draft on John Woodsworth for balance, \$— . Paid cash for removing goods, \$10.20. Cash sales, \$42.25.
 18. H. R. Scarlett remitted on acct., his sight draft on A. C. Woods for \$50. W. P. Riddell withdrew for private use cash, \$30. Sold E. W. Barker on his note at 15 days, 2 bbls. Can. Heavy Mess Pork at \$15, 200 lbs. Long Clear Bacon at 8c., 3 bbls. Labrador Herring at \$6.00, 200 lbs. Roll Butter at 14c., 120 lbs. Factory Cheese at 9c.; Cash sales, \$42.
 19. M. C. Cargill paid his note in full as per B. B. with his cheque on the Bank of Commerce; \$— . C. M. Murray paid cash in full of acct., \$— . Cash sales, \$37.62.
 20. Sold R. C. Brown on acct., 5 bottles C. & B. Assorted Pickles at 30c., 6 gals. Malt Vinegar at 50c., 20 lbs. Creamery Butter at 12c., 2 bbls. Fine Salt at \$1.20; \$— . Paid J. W. Stacey on acct. of wages, per cheque, \$5. W. P. Riddell took from store for private use goods amounting to \$19.50. Cash sales, \$58.40.
 22. Sold Robert Fisher on acct., 2 bbls. Patent Process Flour at \$3.60, 25 lbs. Spiced Roll at 10c., 20 lbs. Corn Starch at 8c., 40 lbs. Cheese, at 13c., 3 doz. Eggs at 11c., 1 lb. Java Coffee at 37c.; \$— . Paid cash for Advertising, \$2.60, for Fuel, \$6.50. Cash sales, \$40.10.
 23. A. W. Speers paid on acct., cash, \$31.50. Remitted our cheque to close Chas. Andrews' acct., \$— . The bank advised us that J. E. Chegwin's note is paid and that we are credited with the proceeds, \$— . Cash sales, \$45.70.
 24. Bought of J. H. Douglas for cash 40 doz. Eggs at 10c., 200 lbs. Dairy Butter at 12c.; \$— . W. C. Shaw paid on acct. per his sight draft on H. F. Graham, \$60. Sold A. D. McKay 3 tubs Lard, 60 lbs. each, net, at 10c., 20 lbs. Creamery Butter at 16c., 40 lbs. Dairy

- Butter at 13c., 100 lbs. Factory Cheese at 10c.; \$— . Received in payment cash \$15, the balance on acct., \$— . Cash sales, \$49.25.
25. (*Student's name here*) took from store on private acct., goods amounting to \$17.63. Robert Fisher paid on acct., per cheque, \$20. Paid cash for repairing dray, \$2.25. Paid with goods for cleaning store, \$1.25. Cash sales, \$40.80.
26. Paid per cheque our acceptance favor of Ferrier & Glass, Goderich, due this day, \$— . Sold J. R. Irvine on his note at 1 month, 3 bbls. Can. Heavy Mess Pork at \$15; \$— . Cash sales, \$39.60.
27. Sold John Morley per order of Robert Fisher, 50 lbs. Bk. Bacon at 11c., 120 lbs. Spiced Roll at 10c.; \$— . Sold James Wilson on acct. of wages, 2½ lbs. Congou Tea at 36c., 2 bush. Potatoes at 25c.; \$— . Deposited in bank, cash \$100. Cash sales, \$35.50.
29. Bought of Cooper & Wilson, Toronto, for cash, 6 sacks Standard B. Rice, 250 lbs. each, net, at 3¾c., 5 sacks Japan Rice, 100 lbs. each, net, at 5c., 10 sacks Pearl Tapioca, 100 lbs. each, net, at 3¾c., 2 half-bbls. Paris Lump Sugar, 100-17, 104-18, at 5c.; \$— . Paid freight per cheque, \$2.85. Cash sales, \$46.70.
30. (*Student's name here*) withdrew for private use, cash, \$8.90. Paid per cheque note favor of C. H. Darwin, with interest, \$— . Paid with cash our acceptance favor of Scott & Co., Toronto, as per B. B., \$— . Cash sales, \$48.60.
31. Paid J. W. Stacey per cheque, balance of month's wages, \$. Paid James Wilson per cheque, balance of month's wages, \$— . Paid per cheque, rent for month, \$50. Cash sales, \$60.10.

Inventories, Mar. 31, 1897.

Merchandise	\$2824 92
Expense	112 50
Office Furniture	120 00
Int. and Dis.....	

Total..... \$

SET IV.—GENERAL PROVISION AND SHIPPING BUSINESS.

PARTNERSHIP—THREE PARTNERS.

Books used—The same as for Set IV., page 230.

TRANSACTIONS.

—, April 1, 1897.

(*Student's name here*) and W. P. Riddell have this day admitted W. J. Munne as a partner to carry on a General Provision and Shipping Business under the firm title of (*Student's surname here*), Riddell & Co. They agree to share gains and losses in proportion to investment.

W. J. Gunne invests cash, \$1000; Mdse., as per inventory, \$1200; C. D. Mainwaring's note for \$584, dated Jan. 18, 1897, at 4 months, payable at the Bank of Montreal. This note is endorsed by J. A. Somerville and it bears interest at 6%.

The new firm leased from H. D. Sanderson his store and warehouse on Elgin Ave. at \$80 per month. Re-engaged J. W. Stacey as clerk at \$50 per month, and James Wilson as errand boy at \$20 per month. Took out policy of insurance for \$4800 at 1%. Paid premium per cheque, \$—.

Cash sales, \$20.10.

2. Deposited in bank, cash \$1500. Shipped to Patterson & Co., Hamilton, to be sold on our acct. and risk, 150 bbls. Patent Process Flour at \$3.50, \$—.
- Paid shipping expenses per cheque, \$10.75.
- Cash sales, \$40.20.
3. Sold Robert Fisher on acct., 6 bbls. Strong Baker's Flour at \$3.25, 560 lbs. Pickled Pork at 10c., 10 tubs Lard, 60 lbs. each, net, at 9½c.; \$—.
- Drew on Patterson & Co., Hamilton, at 15 days for \$200.
- Cash sales, \$45.65.
5. (*Student's name here*) took from store for private use goods amounting to \$42.30.
- R. C. Brown remitted his cheque in full payment of acct., \$—.
- Paid cash for Advertising, \$2.60; for Telegram, 50c.
- Cash sales, \$38.90.
6. Received from W. W. Tilley and Co., Goderich, to be sold on their acct. and risk, 300 tubs Dairy Butter, 16,800 lbs. gross, tare 2400 lbs., invoiced at 12c.
- Paid freight per cheque, \$8.60.
- Cash sales, \$40.45.
7. W. P. Riddell withdrew for private use cash, \$11.50.
- Sold A. W. Carter on his note at 10 days: 150 lbs. S. C. Ham at 14c., 100 lbs. Factory Cheese at 10c.; 28 lbs. Mocha Coffee at 45c., 25 lbs. Lard at 10c.; \$—.
- Cash sales, \$58.60.
8. Bought of R. C. Monteith for cash, 5 tubs Creamery Butter, 60 lbs., 63 lbs., 59 lbs., 65 lbs., 66 lbs., tare 43 lbs., at 13c., \$—.
- W. C. Shaw paid on acct., per cheque, \$40.
- Paid cash for repairs, \$2.30.
- E. W. Barker remitted cash in full payment of his note and interest on the same.
- Interest, 20c.
- This note was held until to-day per request of Mr. Barker.
- Accepted W. W. Tilley & Co.'s draft at 10 days, payable at the Bank of Montreal, for \$500.
- Cash sales, \$38.70.
9. Bought of C. R. Richardson on our acceptance at 15 days, for shipment to Williamson & Co., Toronto, to be sold on our acct. and risk, 30 Dressed Hogs, 6840 lbs., net, at \$5.50, \$—.
- Paid shipping expenses, per cheque, \$14.60.
- Cash sales, \$49.85.
10. Sold M. A. Harvey on his note at 10 days, payable at the Bank of Montreal, 200 tubs Dairy Butter, 9600 lbs. net, from W. W. Tilley & Co.'s consignment, at 13c.; 300 lbs. Factory Cheese at 10c.; 30 bush. Potatoes at 25c.; \$—.
- Sold J. W. Stacey on acct.,

5 lbs. Congou Tea at 35c., 10 lbs. Mocha Coffee at 45c.; \$— . Paid cash for Stationery, \$2.20. Cash sales, \$59.60.

12. Received from Patterson & Co., Hamilton, an acct. sales of shipment to them of the 2nd inst. Net proceeds, \$555.75. They remitted cheque to close account. Cash sales, \$49.90.
13. Deposited in bank cash, \$600. W. J. Gunne took goods from store amounting to \$31.01. Sold Horse and Dray to F. W. Collins, on his note at one month, \$110. Sold A. W. Speers on acct. 10 kegs Mixed Pickles, 5 gals. each, at 40c. ; 150 lbs. Creamery Butter at 15c. ; 1 bbl. Shoulder Mess Pork at \$14.50 ; \$— . Paid cash for Fuel, \$4.60. Cash sales, \$50.75.
14. Geo. W. Clendenning paid his note due this day, per sight draft on A. J. Dickson, \$— . Sold W. C. Shaw on his note at 20 days 98 tubs Dairy Butter, 4704 lbs. net, being the remainder of W. W. Tilley & Co.'s consignment No. 1, at 14c., \$— . Sold 2 tubs (damaged) Butter belonging to the same consignment for cash at \$2.22 each, \$— . Cash sales, \$62.95.
15. Bought of Powell & Sons, Hamilton, 100 bbls. Labrador Herring at \$5.40, 10 hf. bbls. Newfoundland Herring at \$2.40. Remitted in full payment draft purchased per cheque. (Exchange $\frac{1}{8}\%$.) Paid freight per cheque, \$25. A. D. McKay paid on acct. cash, \$10. Cash sales, \$52.80.
16. Rendered W. W. Tilley an acct. sales of his first consignment, charging 2% commission, \$3.20 for storage, \$1.30 for drayage, and \$1.48 for insurance. Net proceeds, \$— . Remitted M. A. Harvey's note of the 10th inst., and a sight draft on Robert Fisher for balance due the shipper, \$— . Cash sales, \$58.20.
17. Received from Williamson & Co., Toronto, an acct. sales of our first shipment to them. Net proceeds, \$380 80. They remitted J. C. Smith's note, due on the 19th inst., for \$120, and their sight draft on Robert Fisher for balance of net proceeds due, \$— . Cash sales, \$72.60.
19. J. C. Smith paid his note received from Williamson & Co., Toronto, per cheque. Deposited in bank, cash \$100. Bought of H. R. Scarlett a team of Horses, a Wagon, and set of Harness at \$225. Gave him our acceptance at 30 days to cover the amount we owe him, \$— . W. P. Riddell purchased, for private use, 10 cords of Wood at \$1.40. Gave in payment cash from till. Gave the treasurer of the Agricultural Association cash \$20 as a contribution to prize fund. Cash sales, \$65.20.
20. Bought of W. A. Leamington 100 Dressed Hogs, 21,000 lbs., net, at \$5.40. Gave in payment our acceptance at 15 days payable at the Bank of Montreal. Shipped the hogs directly to Finlayson & Co., St. Catharines, to be sold on our acct. and risk. Paid shipping expenses per cheque, \$12.50. Received cash in full payment of

- A. W. Carter's note due this day, \$— . Paid cash for repairs, \$1.60. Cash sales, \$70.20.
21. Bought of Weldon & Co., Guelph, 40 bbls. Strong Baker's Flour at \$3, 200 sacks Gran. Oatmeal at \$2, 40 sacks Rolled Oats at \$1.75, 20 sacks Cornmeal at \$1.80; \$— . Remitted in full payment a bank draft purchased per cheque (Exchange $\frac{1}{8}\%$). Paid freight per cheque, \$15.20. Paid per cheque our acceptance favor of W. W. Tilley & Co., due this day as per B.B., \$— . Patterson & Co. remitted their cheque in full payment of their acceptance due this day. Proceeds deposited, \$— . Cash sales, \$60.45.
 22. Sold A. S. Rose on acct., 25 lbs. Mocha Coffee at 40c., 50 lbs. Congou Tea at 36c., 100 lbs. B. Rice at 5c.; \$— . Received from Robert Holmes, Clinton, for sale on his acct. and risk, 450 boxes Factory Cheese, 29,700 lbs. gross, tare 2700 lbs., invoiced at 8c. Paid freight per cheque, \$10.80. Cash sales, \$75.15.
 23. W. P. Riddell withdrew for private use, cash \$16. A. W. Speers remitted on acct. R. H. Manning's note for \$60, dated February 24, 1897, at 2 mos., payable at the Bank of Montreal. Cash sales, \$72.25.
 24. Sold Smith & Morrison the whole of Robert Holmes' consignment of 450 boxes Factory Cheese, 27,000 lbs. net, at 9c., \$— . Received in payment M. A. Cameron's note for \$510, dated March 25, 1897, at 30 days, payable at the Bank of Montreal, and cash for balance, \$— . Cash sales, \$80.20.
 26. Deposited in bank, cash, \$2000. Rendered Robert Holmes an acct. sales of his consignment of the 22nd inst. Charges: freight, \$10.80; storage, \$2.30; drayage, \$3.20; insurance, \$2.10; commission, 2% of sales; \$— . Remitted M. A. Cameron's note for \$510 and a bank draft purchased per cheque, with balance due the consignor, \$— . (Exchange $\frac{1}{8}\%$.) Cash sales, \$46.50.
 27. The bank advised us that the proceeds of R. H. Manning's note due this day have been placed to our credit, \$— . Paid per cheque, our acceptance favor of C. R. Richardson, due this day, \$— . Cash sales, \$64.80.
 28. A. W. Speers paid cash in full of acct., \$— . Sold B. C. Morgan on acct., 13 lbs. Congou Tea at 36c., 15 lbs. Sago at 7c., 12 lbs. Tapioca at 7c.; \$— . Sold J. W. Stacey on acct., 12 lbs. Rice at 7c., 3 lbs. Java Coffee at 35c., 2 lbs. Mocha Coffee at 40c.; \$— . Cash sales, \$75.
 29. J. R. Irvine paid his note due this day per cheque, \$— . Drew on Finlayson & Co., St. Catharines, at 30 days for \$730, and discounted the draft at 7%. Proceeds deposited, \$— . Cash sales, \$65.25.
 30. Deposited in bank, cash, \$100. Paid J. W. Stacey per cheque, balance of month's wages, \$— . Paid James Wilson per cheque, month's

wages, \$—. Paid per cheque, rent for month as per terms of lease,
\$—. Cash sales, \$75.90.

Inventories, April 30, 1897.

Merchandise	\$3053 60
Shipment to Finlayson & Co., No. 1.....	1146 50
Expense.....	220 00
Office Furniture.....	120 00
Int. and Dis.....	
Insurance (Unexpired)	40 00
Total.....	\$

SET V.—WHOLESALE PROVISION AND SHIPPING BUSINESS.

PARTNERSHIP—FOUR PARTNERS.

Books used—The same as for Set IV.

TRANSACTIONS.

—, May 3, 1897.

The firm has this day admitted W. A. McIntyre as a partner. Gains and losses are to be shared in proportion to investment. Mr. McIntyre invests as follows :—

Resources—Cash, \$500. Mdse. as per inventory, \$2000. Thomas Jackson's note for \$400, dated Feb. 15, 1897, at 3 mos., payable at the Bank of Ottawa. E. E. Best's note for \$270, dated April 9, 1897, at 30 days. D. S. Thornton owes on acct. \$27.60.

Liabilities—Note in favor of Robert Fullerton for \$146, dated Dec. 8, 1896, at 5 mos., bearing interest at 6%, payable at the Bank of Commerce. Balance due H. A. MacLeod on acct. \$50.

Re-engaged J. W. Stacey as accountant at \$60 per month. Engaged J. H. Murray as clerk at \$45 per month.

4. Bought of Nairn & Co., Galt, 260 sacks Rolled Oats at \$1.50, 200 sacks Cornmeal at \$1.60; \$—. Remitted bank draft purchased per cheque. (Exchange $\frac{1}{8}\%$.) Paid freight per cheque, \$8.40. Paid petty expenses, per cheque, \$3.20.
5. Finlayson & Co., St. Catharines, rendered an acct. sales of our shipment of the 20th ult. Our net proceeds, \$1186.50. They remitted a sight draft on Harrington & Brown for \$56, and a bank draft purchased with the balance due us, \$—. (Exchange $\frac{1}{8}\%$.) B. C. Morgan paid cash in full of acct., \$—. W. P. Riddell withdrew for private use, cash \$7.80.
5. Shipped to Wilson & Sons, London, to be sold on joint acct., each one-half, 40 bbls. Shoulder Mess Pork at \$13.20; 30 bbls. Can.

- Heavy Mess Pork at \$14.50, 1000 lbs. Smoked Ham at 14c.; \$—.
Paid shipping expenses per cheque, \$11.60. A. S. Rose remitted a sight draft on Garratt & Bryce in full payment of acct., \$—.
Deposited in bank, cash, \$1500.
6. Bought of W. Garland & Co. for shipment to Finlayson & Co., St. Catharines, to be sold on joint acct., each one-half, 100 bbls. Can. Heavy Mess Pork at \$14.50. Gave in payment W. C. Shaw's note, dated April 14, 1897, and our cheque for balance, \$—.
Added to the shipment from warehouse 60 tubs Lard, 4200 lbs. gross, tare 600 lbs., at 10c., \$—: Paid shipping expenses per cheque, \$15.70. Paid J. W. Stacey on acct. of wages, per cheque, \$5. Paid cash for Stationery \$3.40, and for Advertising \$1.75.
 7. Sold D. C. Callaway on acct., 10 tubs Creamery Butter, 560 lbs. net, at 14c., 5 sacks Rolled Oats at \$1.60; \$—.
Bought of Hugh Murray, for cash, 400 bush. of Potatoes at 20c., \$—.
W. J. Gunne took from store on private acct., goods amounting to \$37.60.
 8. Bought of James Stanley on acct., for shipment to Cavers & Cameron, Hamilton, to be sold on joint acct., each one-half, 1600 bush. Oats at 20c., \$—.
Paid shipping expenses per cheque, \$6.20. Paid our acceptance favor of W. A. Leamington, due this day, per cheque, \$—.
Paid cash for petty expenses, \$2.80.
 10. Received from Watson & Sons, Guelph, to be sold on joint acct., each one-half, 300 boxes Factory Cheese, 18,000 lbs. gross, tare 1600 lbs., invoiced at 8c. They paid shipping expenses \$4.50, and on receiving the goods we paid freight, per cheque, \$15.80. (*Student's name here*) took goods from store on private acct., \$17. Paid J. H. Murray on acct. of wages, per cheque, \$4.50.
 11. Sold S. H. Bradbury for cash the whole of Watson & Sons' consignment on joint acct. of the 10th inst. at \$1400, and rendered an acct. sales of the same. Charges: freight, \$15.80; drayage, \$2.60; storage, \$1.50; insurance, \$1.60; commission, 2% on sales; \$—.
Our $\frac{1}{2}$ net proceeds, \$—.
Watson & Sons' $\frac{1}{2}$ net proceeds, \$—.
Remitted a bank draft purchased with cash for the whole amount due the consignor, \$—.
Paid per cheque note in favor of Robert Fullerton, with interest as per B.B., \$—.
 12. Drew on Finlayson & Co., St. Catharines, at 30 days for \$657. Discounted the draft immediately at 8%. Proceeds deposited, \$—.
Wilson & Sons, London, rendered an acct. sales of our shipment to them of the 5th inst. on joint acct. Our half net proceeds, \$567.30. They remitted a sight draft on Robert Fisher for \$500, and their note at 10 days payable at the Bank of Montreal to close acct., \$—.
E. E. Best remitted his cheque in payment of his note as per B. B., \$—.
 13. A. D. McKay paid cash in full of acct., \$—.
Sold B. C. Morgan on his note at 1 month, 500 lbs. S. C. Ham at 14c., \$—.
Paid H. A.

MacLeod on acct., per cheque, \$20. Paid cash for petty expenses, \$3.40.

14. Received from Watson & Sons, Guelph, their second consignment on joint acct., each one-half, consisting of 180 boxes Factory Cheese, 10,860 lbs. gross, tare 1080 lbs., invoiced at 7 $\frac{3}{4}$ c. They paid shipping expenses, \$3.55. On receiving the goods we paid freight per cheque, \$10.80. Accepted Watson & Sons' draft on us at 15 days for \$200, payable at the Bank of Montreal. W. A. McIntyre took from store on private acct., goods amounting to \$18.10.
15. Sold J. A. Calvert from Watson & Sons' consignment of the 14th inst., 100 boxes Factory Cheese, 6010 lbs. gross, tare 600 lbs., at 10c. Received in payment a sight draft on D. C. Callaway for \$180, and cheque for balance, \$—. Paid cash for petty expenses, \$1.70. Sold J. W. Stacey on acct., 3 sacks Rolled Oats at \$1.65, 10 bush. Potatoes at 25c.; \$—.
17. William Harrison paid per cheque his note with interest as per B.B., \$—. Paid J. H. Murray on acct. of wages per cheque, \$5.50. Deposited in bank, cash \$600. F. W. Collins made an assignment; his creditors are paid 60c. on the dollar. Received cash in settlement of Mr. Collins' note of the 13th ult., \$—.
18. Shipped to Watson & Sons, Guelph, for sale on joint acct., each one-half, 1000 bush. Potatoes at 25c. Paid shipping expenses per cheque, \$6.20. Thomas Jackson paid his note due this day per cheque, \$—. Proceeds deposited.
19. Finlayson & Co. rendered an acct. sales of our shipment to them on joint acct. of the 6th inst. Our $\frac{1}{2}$ net proceeds, \$992.35. Drew on them at 10 days to close acct., \$—. D. C. Callaway remitted a bank draft in full payment of acct., \$—.
20. Sold S. H. Hughes on his note at 2 months 15 tubs Creamery Butter, 56 lbs. each, net, at 15c.; 2 bbls. Can. Heavy Mess Pork at \$14.50, \$—. Bought of Farquharson & Co. for cash 10 tubs Dairy Butter, 640 lbs. gross, tare 96 lbs., at 10c., \$—.
21. The bank has advised us that D. Mainwaring's note, with interest, is paid, and that the proceeds are placed to our credit, \$—. Paid cash for repairs, \$2.50.
22. Sold James Stevenson for cash 80 boxes Factory Cheese, 4850 lbs. gross, tare 480 lbs., at 10c. This constitutes the remainder of Watson & Son's consignment of the 14th inst. Robert Fisher paid on acct. per cheque, \$50. Paid per cheque our acceptance favor of H. R. Scarlett, \$—.
24. Deposited in bank, cash \$600. Rendered Watson & Sons, Guelph, an acct. sales of their consignment to us of the 14th inst. Charges: freight, \$10.80; drayage, \$3.40; storage, \$2.40; insurance, \$2.24; commission, 2% on sales; \$—. Our $\frac{1}{2}$ net proceeds, \$—. Watson & Sons' $\frac{1}{2}$ net proceeds, \$—. Remitted our cheque

- to cover consignors' $\frac{1}{2}$ net proceeds and close their acct. to date, \$—.
25. Wilson & Sons, London, paid their note due this day, \$—. Proceeds deposited. (*Student's name here*) took goods on private acct., \$10.
 26. Paid H. A. MacLeod cash in full of acct., \$—. Paid cash for petty expenses, \$3.90.
 27. Cavers & Cameron, Hamilton, rendered an acct. sales of our shipment to them of the 8th inst. Our $\frac{1}{2}$ net proceeds, \$153.10. They remitted a draft, dated May 25, 1897, at 10 days, on D. W. Banfield to close acct., \$—. D. S. Thornton paid on acct. per cheque, \$20.
 28. Remitted on acct. to James Stanley, D. W. Banfield's acceptance as per B.B., \$—.
 29. Sold F. C. Porter on acct., 100 lbs. S. C. Ham at 12c., 3 bbls. Labrador Herring at \$5.75, 40 lbs. Mocha Coffee at 40c., 10 kegs Mixed Pickles, 5 gals. each, at 45c.; \$—.
 31. Paid J. W. Stacey per cheque, balance of month's wages, \$—. Paid J. H. Murray per cheque, balance of month's wages, \$—. Paid rent for month per cheque, \$80.

Inventories May 31, 1897.

Merchandise	\$3842 97
Shipment Co. (Watson & Sons, Guelph)...	128 10
Expense	200 00
Office Furniture.....	110 00
Insurance (Unexpired Premium).....	32 00

Total..... \$

SET VI.—MANUFACTURING BUSINESS.

Books used—The same as for Set VI., page 239.

————— *June 1, 1897.*

A. H. Smith and (*Student's name here*) have this day formed a co-partnership for the purpose of carrying on a General Biscuit and Confectionery Manufacturing Business under the firm title of Smith & (*Student's surname here*). Either partner is to be allowed interest at 6% on the excess of his investment over that of the other. After deducting such interest, gains and losses are to be shared equally.

Leased from Karn & Co., for a period of 3 years, their buildings, machinery, etc., situate on Colborne Street, at the rate of \$1440 per annum, payable monthly.

A. H. Smith's investment:

Resources—Cash, \$4000; A. H. Fraser's note dated April 2, 1897, at 2

months, payable at the Bank of Commerce, for \$657. The note bears interest at 8%. A. W. Andrews, Stratford, owes on acct., \$150.

Liabilities—Balance due J. F. McNeill on acct., \$45. Balance due H. M. Dawson on acct., \$20.64.

(*Student's name here*) investment :

Cash, \$800. Material for Biscuit Department as per inventory, \$1400. Material for Confectionery Department as per inventory, \$900. Manufactured goods as per inventory—Biscuits, \$1200; Confectionery, \$1500; Barrels, Boxes, etc., as per inventory, \$200; Fuel, \$30; Horse and Dray, \$120; Safe and Office Furniture, \$150.

Bought of Karn & Co., at 80c. on the dollar, their entire stock of material and manufactured goods as per inventories :

Material for Biscuit Department	\$200 00
Material for Confectionery Department	800 00
Manufactured Goods—Biscuits	600 00
Manufactured Goods—Confectionery	500 00
	<hr/>
	\$2100 00

Gave in payment cash, \$500, A. H. Fraser's note (taken at face value plus accrued interest) and our note at 10 days payable at the Bank of Ottawa for balance, \$514.36.

Engaged J. G. Roy as accountant at \$840 per annum, E. C. Cochrane, as general stock-keeper at \$52 per month, H. H. Edwards as foreman of Biscuit Manufacturing Department at \$732 per annum, William McCleary as foreman of the Confectionery Manufacturing Department at \$720 per annum, Chas. Strange, James Livingstone, H. C. Lennox, John White, J. H. McLaughlin, S. K. Flynn, Peter Markham at \$1.40 per day; E. H. Waters, K. J. Smith, James Jackson, Robert Calder at \$1.10 per day, Isaac Longley, B. H. Harvey, at 75c. per day. Employees to be paid on the last day of each month; services to be reckoned from the first day (inclusive) of June, 1897.

2. Deposited in the Bank of Commerce cash, \$3000. Bought of Ferguson & Sons, Hamilton, for cash, Office Books at \$25. Took out policy of Insurance for \$5400. Paid premium per cheque, \$54.

Time—Lost, K. J. Smith $\frac{1}{2}$ day, B. H. Harvey 1 day.

3. Bought of Burnett & Young, Seaforth, Flour, etc., as per invoice No.—, \$360. Remitted in payment a bank draft for which we issued our cheque, \$— (Exchange $\frac{1}{8}\%$.) Paid freight per cheque, \$14.10. Sold L. C. Gordon on his note at 15 days, endorsed by John Elliott, payable at the Bank of Commerce, 100 boxes Brown Mixture, 500 lbs. at 8c.; 50 boxes Oriental Mixture at \$1.10; 100 boxes Licorice Tubes, 600 lbs., at 40c.; \$—.

Time—Lost, Robert Calder $\frac{1}{4}$ day, B. H. Harvey $\frac{1}{4}$ day.

4. Bought of Stanley & Stevens, Toronto, Sugar, Glucose, etc., as per invoice No.—, \$125. Gave in payment our cheque, \$—. Paid

freight per cheque, \$10.50. Sold J. A. Sutherland, on acct., 12 bbls. Fruit Biscuits, 840 lbs., at 10c.; 10 bbls. Soda Biscuits, 640 lbs., at $5\frac{1}{2}$ c.; \$—.

Time—Lost, Chas. Strange $\frac{1}{4}$ day.

5. Sold R. H. Dickey, Elora, on his acceptance at 15 days, 100 boxes Oyster Biscuits, 2000 lbs., at 7c.; \$—. Sold M. L. Anderson, Collingwood, for cash, 75 bbls. Soda Biscuits, 4800 lbs., at 6c.; 10 boxes XX Snaps, 280 lbs., at 5c.; \$—.

7. Bought of Lane & Snider, Stratford, Barrels, Boxes, etc., as per invoice No.—, \$150. Remitted in payment our sight draft on A. W. Andrews for \$150. Paid freight, per cheque, \$9.60.

Time—Lost, Chas. Strange $\frac{1}{4}$ day, S. K. Flynn $\frac{1}{4}$ day.

8. (*Student's name here*) withdrew for private use cash, \$200. Shipped to Robinson & Co., London, to be sold on our acct. and risk, 50 bbls. People's Mixed Biscuits, 3200 lbs., at 10c.; 20 bbls. Brown Mixture, 5000 lbs., at 7c.; 10 bbls. Royal Mixture, 2210 lbs., at 8c.; \$—. Paid shipping expenses, per cheque, \$12.50.

9. Sold Murray & Cameron, Galt, on their acceptance at 30 days, 200 pails Royal Mixture, 6380 lbs., at 9c.; 100 boxes Brown Mixture, 500 lbs., at 8c.; 40 bbls. Soda Biscuits, 2600 lbs., at $5\frac{1}{2}$ c.; \$—.

Time—Lost, James Livingstone $\frac{1}{2}$ day, Isaac Longley 1 day, B. H. Harvey, $\frac{1}{2}$ day.

10. Bought of Burnett & Young, Seaforth, Flour, etc., as per invoice No.—, \$400. Remitted in payment a bank draft purchased per cheque, \$—. (Exchange $\frac{1}{8}\%$.) Paid freight per cheque, \$12.50. Paid per cheque on acct. of wages, J. G. Roy, \$10, and H. H. Edwards, \$7.50.

11. As per terms of lease Karn & Co. have this day added new machinery valued at \$109.50 for payment of which we have advanced cash at 7%. A. H. Smith withdrew for private use cash, \$14. Gave the Children's Home 1 pail Royal Mixture, 32 lbs., at 9c.; 5 boxes Oriental Mixture, at \$1.10. Paid cash for petty expenses, \$1.60.

Time—Lost, K. J. Smith, $\frac{1}{4}$ day, S. K. Flynn $\frac{1}{4}$ day, B. H. Harvey $\frac{1}{4}$ day.

12. Paid J. F. McNeill in full of acct., per cheque, \$—. Shipped to McHendry & Osler, Brantford, for sale on joint acct., each one-half, 40 bbls. Arrowroot Biscuits, 2360 lbs., at 10c.; 20 bbls. Fruit Biscuits, 1350 lbs., at 9c.; 300 boxes Oyster Biscuits, 6000 lbs., at 7c.; 100 pails Acid Drops, 2500 lbs., at 11c.; \$—. Paid shipping expenses per cheque, \$5.50. Dismissed B. H. Harvey and paid him amount of wages due to date, per cheque, \$—.

Time Lost, E. H. Waters $\frac{1}{2}$ day, B. H. Harvey 1 day.

14. Bought of Fisher & Kennedy, Montreal, Sugar, Glucose, etc., as per inventory, \$560. Remitted in payment a draft purchased per cheque, \$—. Paid freight per cheque, \$14.20. Paid our accept-

ance favor of Karn & Co., due this day, per cheque, \$— . Paid cash for petty expenses, \$2.60.

Time—Lost, H. C. Lennox $\frac{1}{2}$ day, Peter Markham $\frac{1}{2}$ day.

15. Robinson & Co., London, rendered an acct. sales of our shipment to them of the 8th inst. Our net proceeds, \$892.30. They remitted a sight draft on John McMillan for \$600, and their note at 30 days for balance, \$— . Paid per cheque on acct. of wages, J. G. Roy \$15, E. C. Cochrane \$10, and H. C. Lennox \$5.

Time—Lost, John White $\frac{1}{2}$ day, Robert Calder $\frac{1}{4}$ day, Isaac Longley $\frac{1}{4}$ day.

16. Sold James Featherstone, Belleville, on his acceptance at 30 days, 10 bbls. People's Mixed Biscuits, 640 lbs., at 12c.; 75 pails Butter Chocolate, 1870 lbs., at 15c.; 20 boxes wrapped Taffy, at \$1; \$— . Sold W. C. Lang for cash, 15 boxes Ginger Snaps, 450 lbs., at 8c.; 10 boxes XX Snaps, 275 lbs., at 5c.; 1 bbl. Imperial Chocolate, 205 lbs., at 15c.; \$— . Paid cash for repairs, \$4.50.

17. J. A. Sutherland paid on acct., per cheque, \$100. Deposited in bank cash, \$800. Drew on McHendry & Osler, Brantford, at 30 days, for \$730; discounted the draft at 7%; proceeds deposited, \$— .

18. Sold Daniel Cameron, Listowel, 20 bbls. Fruit Biscuits, 1400 lbs., at 10c.; 100 boxes Oyster Biscuits, 2000 lbs., at $7\frac{1}{2}$ c.; 100 bottles Assorted Tablets, at 98c.; \$— . Received in payment C. H. Simpson's note for \$100, dated May 17, 1897, at 1 month, payable at the Bank of Commerce, and Mr. Cameron's note at 15 days for balance, \$— . Paid cash for petty expenses, \$3.80. Paid H. H. Edwards on acct. of wages, per cheque, \$20.

Time—Lost, S. K. Flynn $\frac{1}{2}$ day, K. J. Smith $\frac{1}{4}$ day, James Jackson, 1 day.

19. Bought of Stanley & Stevens, Toronto, for cash, Sugar, Essences, etc., as per invoice No.—, \$340. Paid freight per cheque, \$10.25. Paid cash for Fuel for office, \$5.20.

Time—Lost, Peter Markham $\frac{1}{2}$ day, Isaac Longley $\frac{3}{4}$ day.

21. McHendry & Osler, Brantford, rendered an acct. sales of our shipment to them on joint acct. Our $\frac{1}{2}$ net proceeds \$571. They remitted a bank draft purchased with the amount necessary to close acct., \$— . C. H. Simpson paid his note per cheque, \$— .

22. Shipped to McHendry & Osler, Brantford, to be sold on our acct. and risk, 40 bbls. Arrowroot Biscuits, 2400 lbs., at 10c.; 10 bbls. Maple Chocolates, 2050 lbs., at 18c.; 100 boxes Almond Rock, 500 lbs., at 17c.; 20 bbls. Imperial Chocolate, 4000 lbs., at 16c.; \$— . Paid shipping expenses per cheque, \$5.85. L. C. Gordon settled, per cheque, for his note of the 3rd inst., which was protested for non-payment. Protest charges, \$1.53. (No interest charged.)

Time—Lost, E. H. Waters $\frac{1}{2}$ day.

23. R. H. Dickey, Elora, remitted a sight draft on Karn & Co., in full payment of his note due this day, \$—.
24. Sold H. M. Dawson on acct., 21 boxes Brown Mixture, 105 lbs., at 8c.; 100 boxes Oatmeal Wafers, 1800 lbs., at 10½c.; \$—.
- A. H. Smith, withdrew on private acct. cash, \$20.
25. Drew on McHendry & Osler, Brantford, at 10 days for \$200. J. A. Sutherland remitted his cheque in full payment of acct., \$—.
- Time—Lost, S. K. Flynn 1 day, John White ½ day.
26. Bought of McHardy & Sons, Montreal, on our acceptance at 30 days, Glucose, Molasses, etc., as per invoice No.—, \$630. Paid freight per cheque, \$25.60. Paid cash for repairs, \$16.50.
- Time—Lost, James Jackson ½ day, Robert Calder ¼ day.
28. Bought of Fair & Co., Clinton, for cash, Flour, etc., as per invoice No.—, \$475. Paid freight, per cheque, \$18.20.
29. McHendry & Osler, Brantford, rendered an acct. sales of our shipment to them of the 22nd inst. Our net proceeds, \$1369.85. They remitted Thomas Brown's sight draft on Gibson & Co. for 500, and their note at 15 days to close acct., \$—.
- Deposited in bank cash, \$400.
- Time—Lost, James Livingstone ½ day, Robert Calder, ¼ day.
30. Paid employees in full to date per cheque, \$—.
- Paid Karn & Co., the amount of rent still due them, per cheque, \$—.
- Paid cash for petty expenses, \$8.90.

Inventories.

Material on hand	\$1200 00
Goods	3878 16
Horse and Dray	110 00
Safe and Office Furniture	145 00
Unexpired Insurance	45 00
Total	\$

CHAPTER V.

THE RECORD.

Books are kept for the purpose of presenting in convenient form a complete record of business transactions. While the underlying principles of scientific book-keeping are always the same, in the application of those principles there is almost endless variety. This arises from the necessity for making the books conform to the requirements of the particular business for which they are kept.

A complete record of the transactions of a business usually comprises :

(i) The principal books, together with their auxiliaries (if any)—*the detailed record*.

(ii) The Ledger, which represents an epitome of what is contained in full in the principal and auxiliary books—*the summarized record*.

In practice the Ledger does not necessarily contain all the accounts connected with the business ; for example, the Cash Book may be regarded as the Cash Account, but this does not affect the general statement here made regarding the Ledger in complete form.

(iii) The Financial Statement, which is essentially a condensation of the results shown by the Ledger—*the synoptic record*.

BOOKS OF ORIGINAL ENTRY.

A book of original entry is one in which transactions are recorded as they occur. It is a *principal* book when transfers are made directly from it to the Ledger ; otherwise it is an *auxiliary*.

The classification of transactions has led to the use of several different kinds of books of original entry, as the Cash Book, Sales Book, Bill Book, etc. The advantage of such books consists in the fact that each may be adapted for the special function it is required to perform. Formerly it was the custom to use such books merely as auxiliaries to the Journal. Nowadays the case is different. It has been discovered that much time and labor may be saved and greater accuracy secured by posting directly, as far as possible, from all books of original entry.

In order to determine what books of original entry should be kept for a business it is necessary to consider both the character of the transactions and the volume of the business. Two extremes are to be avoided.

- (1) The entering of all classes of transactions into one book. This results in incompleteness of record, and frequently produces confusion.
- (2) The multiplying of books unnecessarily. The use of too many books increases labor, renders the system complicated, and serves no practical purpose. The proper course to follow is to make a classification of transactions on a somewhat broad basis, and to adapt a book to the requirements of each class.

When making original entries it is highly important to collect and arrange the debits and credits arising out of transactions in such a manner as to facilitate the process of summarizing which is to follow. If it is found that a considerable number of items belong to any account they should be entered into a special column and afterwards posted in total. By this means a great saving of time and labor may be effected. It will be seen that this principle may be carried out to any desirable extent. The Synoptic Journal, so much in favor at present, affords ample evidence of this.

INVOICES OF PURCHASES.

When an invoice is received, it should be placed in the drawer or on the file for Unchecked Invoices until the goods which it represents arrive. If on examining the goods the invoice is found correct, it should be initialed and filed with the other invoices for the month. Care should be taken to arrange invoices in strictly alphabetical order. Those received from the same firm should be arranged together in chronological order. Once a month, or oftener if necessary, the invoices may be posted directly to the General Ledger, debiting the Mdse. Acct. for the total amount of purchases, and crediting the other accounts affected with the amounts which belong to them respectively. The page of the ledger to which the amount of an invoice is transferred will appear on the invoice, and the date or number of the invoice will appear in the ledger. If the invoices are filed away in cases properly labelled, any particular invoice may be referred to without inconvenience or loss of time.

It is a good plan to rule a sheet of foolscap so that there may be a money column for each wholesale firm from which goods are purchased. When an invoice is filed the amount of it is entered in the column bearing the name (abbreviated) of the firm which sent it. At the end of the month the amounts of the invoices are called out and entered in one column, or more if necessary, on another sheet. At the same time the ruled sheet is checked, and the invoices are numbered. The number of amounts on the check sheet and the number of invoices are found by counting them, so that any error in numbering may be detected. The footings of the different columns are then found, after which the totals of the sheets are compared. If they agree there is almost absolute certainty

that the total is correct. As the amounts of the different invoices are posted, their numbers will be placed in a series on a slip of paper. By this means any omissions will at once be discovered. The check sheet will also form a very satisfactory test of the correctness of the posting to the different personal accounts. The total will be transferred to the debit side of the Merchandise Account.

It must always be borne in mind, however, that the requirements of the business should determine the course to be pursued. In a large wholesale establishment, for example, it may be necessary to make a classified record of purchases in book form for daily use in the warehouse or the office. Further, it may be found convenient to post from an Invoice Book, especially if several merchandise accounts are kept.

THE SYNOPTIC JOURNAL.

A Synoptic Journal in its most complete form has a special column for every account connected with the business, personal accounts excepted*. In principle it does not differ from an ordinary special column journal, such as shewn on page 79 or on page 114. Some accountants put all the transactions through this book, others enter into it only such transactions as are not recorded in other books, as the Invoice Book, Sales Book, Bill Book, etc. The latter method is, generally speaking, the more practical. Usually there is little gained by transferring invoices to the Journal. They may be posted with less labor directly to the Ledger. If an itemized Sales Ledger is kept as described elsewhere one entry per month—the total amount of credit sales—from it to the merchandise account in the General Ledger restores the equilibrium of the two books without the intervention of the Journal. Again, nothing could be simpler or more convenient than to post amounts either separately or in totals directly from the Bill Books to the Ledger. Any other method except that of keeping the Bills Receivable and Bills Payable accounts in the Bill Books themselves must necessarily increase labor. When bills are discounted, when payments are made on them, or when they have to be charged to personal accounts for non-payment, the Synoptic Journal may be used to great advantage. This book will also contain a record of all transactions affecting the working accounts of the business, such as the Cash Account, Bank Account, Expense Account, etc. The form given on the next two pages may be easily adapted to the needs of an ordinary retail business.

* When a large amount of business is done with a person (or firm) it may be advisable to use a special column in the Synoptic Journal for his account. It is obvious, however, that the number of personal accounts kept in this book must be confined to narrow limits, otherwise it would become cumbersome or unwieldy.

SYNOPTIC

SET VIII.

Bills Rec.		Int. and Dis.		Bank.		Date.	PARTICULARS.	L. F.	Sundries.	
Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	189			Dr.	Cr.
							Balances brought forward.			
						Jan. 3	Investment: Cash on hand			
						" 3	Paid Smith & Co., Toronto, cash for Goods, Inv. No. 1		1200	
						" 3	Paid Cash for Freight and Drayage			
						" 3	Paid Cash for Fuel and for Office Books			
				500		" 4	Deposited in Bank of Com- merce, Cash			
						" 4	Cash Sales			
	43 50	41		43 09		" 5	Discounted A. Taylor's Acceptance, No. 1, at 6 p. c. Proceeds deposited			
						" 5	Paid Cash for Coal Oil			
						" 5	Cash Sales			
		25				" 6	Paid Warner & Sons for Goods, Inv. No. 2			
						" 6	Paid Cash for Draft and Exchange		200	
						" 6	Paid Cash for Freight			
						" 6	William Leeds paid Cash on account (C.S.L.)			5
						" 6	Cash Sales			

Jan. 3.—By investment is meant here the amount of cash that the proprietor has handed over for use in the business. It does not necessarily represent his financial standing. See page 137.

Smith & Co. will be credited from the invoice just as if the goods were bought on credit; therefore, they must be debited for the cash paid to them. Except when the purchases are chiefly for cash it is customary to pass all of them through the dealer's personal account so as to show the extent of business done with him. In what other way might this entry be made? Explain both forms fully.

Jan. 4.—J. McEachern's account is debited in the Credit Sales Ledger. As he has given in payment an acceptance his account will be credited from the Bill Book; therefore, no entry is made here. The mark "C.S.L." should appear in the B. B., so that the amount would be posted to the proper ledger.

Jan. 5.—William Leeds' purchase of goods is entered into the C.S.L.

A. Taylor's acceptance is discounted. Bank Account is debited for the amount of proceeds, and Int. and Disc. Account for the cost of discounting the note. Bills Receivable Account is credited with the amount of the acceptance. It is usual for business houses to discount several notes or acceptances at one time. Suppose that the bills numbered 5, 7, 9, 15, 19 and 20, are discounted at the bank at 6%. The entry in that case is, *Disc't'd at 6%, Bills Rec., Nos. 5, 7, 9, 15, 19, 20, &c.* The amounts will be entered in totals. In the B. B. the mark "Disc." or "D." will be placed opposite the amount of each bill, showing how it has been disposed of. Again, suppose that No. 15, accepted by Peter Doolittle, is returned by the bank for non-payment, as the bank has given us value for the acceptance we must credit Bank Account. We must also debit Doolittle, as he has become indebted to us.

Jan. 6.—The Merchandise Account is not affected, in so far as this book is concerned, by the purchase of goods from Warner & Sons. The transaction is regarded as payment on account by draft purchased with cash. Warner & Sons' account is debited for the amount of the draft remitted, Int. and Dis. Account is debited for the amount of exchange paid, and Cash Account is credited for the whole amount paid out. How will this amount find its way to the Merchandise Account in the General Ledger?

PAGE 82.

JOURNAL.

Bills Payable.		Mdse.		Cash.		Proprietor.		Exp.	Fr't.	Adv'g	Labor	Rent.		
Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Cr.	Dr.	Dr.	Dr.	Dr.	Dr.	Dr.	Cr.
				2000			2000							
					1200									
					18				18					
					16			16						
					500									
		25	30	25	30									
					1	40		1	40					
		27	20	27	20									
					200	25								
					3	50								
					5				3	50				
		32	85	32	85									

William Leeds' account is credited because he gives us value. His account is found in the Credit Sales Ledger. Therefore, the entry is marked "C.S.L." If this were not done, in all probability the sum of \$5 would be posted to his credit in the General Ledger.

The other main records to be used along with this Journal are :—

(i) **The Invoices.**—The amounts of separate invoices are posted to the credit of the parties entitled to receive value for the goods purchased. The total amount of purchases for the month is transferred directly to the Cr. side of Merchandise Account in the General Ledger.

When the business is large it may be advisable to put all invoices through the Synoptic Journal. By this means a permanent book record is secured. The additional labor in doing this consists practically of making a list of the names of the firms issuing the invoices.

(ii) **The Bills Receivable Book.**—When a note or acceptance is entered in this book, the account of the person (or firm) who gave us the value it represents is credited. The total amount of bills for the month is transferred directly to the Dr. side of Bills Receivable Account in the General Ledger. Such entries having been made from the Bills Receivable Book its function as a principal book ceases.

(iii) **The Bills Payable Book.**—This book is kept on the same general plan as is outlined in No. (ii).

(iv) **The Credit Sales Ledger.**—The use of this book is explained on page 293.

(v) **The General Ledger.**—It may contain all the accounts except such personal accounts as arise from sales of merchandise. Many of the accounts kept in the Synoptic need not be transferred to the Ledger, as no advantage is gained thereby.

THE GENERAL LEDGER.

The purpose of the Ledger is to present the important results of business transactions.

When the transactions are few and simple the Ledger may be used as a book of original entry. This may be regarded as the most elementary form of systematic book-keeping. See pp. 14, 15 and 16. On the other hand, if the business is extensive, several books of original entry may be necessary, in order to afford a complete and convenient record of the details of transactions. The Ledger then becomes a *summary* of results derived from several sources, such as the Journal, Cash Book, Invoice Book, Sales Book, Bill Book, etc. It may be desirable to differentiate still further by either adapting certain sections of the Ledger to different classes of accounts or by using a separate book for each class, as Purchase Ledger, Sales Ledger, etc.

The process of summarizing may be facilitated as follows :

(i) By a proper classification* and arrangement of accounts. A self-indexed ledger, bound in such a way that additional pages may be inserted as required, is both convenient and economical. For a business of considerable magnitude the Ledger may be divided into two parts, marked "A to L" and "M to Z," respectively.

(ii) By posting directly from books of original entry. Every transfer from one book to another increases not only the amount of labor but also the liability to error.

(iii) By collecting in the principal books items belonging to the same accounts, and posting them in totals.

(iv) By adopting a convenient system of indexing. Entries should be marked so that they may, without loss of time, be traced back to their original source.

* Several classifications of accounts have been made, but for the most part they are either illogical or they have no important relation to the real purpose of the ledger. The ledger can shew only two sets of results, viz., *resources and liabilities* and *losses and gains*, the former representing the proprietor's net worth and the latter affecting it. In other words, the ledger answers two main questions, What are the resources and liabilities which constitute the proprietor's capital? What are the losses and gains which diminish or increase the proprietor's capital? These considerations furnish the reason why all losses and gains must ultimately find their way to the proprietor's account, which, strictly speaking, belongs to neither of the classes mentioned. See page 37. It is thus seen that the proprietor's net worth is obtained by two different methods, each of which forms a check on the other.

WHOLESALE LEDGER.

Ferguson & Co., Port Elgin.

DATE.	ITEMS.	BILLS DUE.	FOL.	DR.		CR.		BALANCE.		INDEBTED- NESS.	
1896											
July	6	To Mdse. 30 days...	<u>136</u> S.B.	112	20			112	20	112	20
"	8	By Dft. 30 days..... $\frac{10}{8}$	<u>18</u> B.R.			112	20			112	20
"	18	To Mdse. 4 mos.	<u>144</u> S.B.	340	35			340	35	452	55
"	31	By Dft. 4 mos. $\frac{3}{12}$	<u>19</u> B.R.			300	00	40	35	452	55
Aug.	5	To Mdse. 2 mos	<u>152</u> S.B.	200	00			240	35	652	55
"	11	To Dft. of $\frac{8}{7}$ Unpaid.	<u>75</u> J.	112	20			352	55	652	55
"	12	By Cash	<u>95</u> C.B.			112	20	240	35	540	35

The foregoing is well adapted for a wholesale business. It presents at a glance such facts as will enable the manager to determine exactly how a customer's account stands. The amounts of drafts should be checked when they are paid, as the total indebtedness is thereby reduced. If a note or draft, for which a customer has been credited, is not paid at maturity—his account should be debited with the amount of it. This will increase the debit balance, although it does not affect the amount of actual indebtedness.

RETAIL LEDGER.

Warner & Sons, London.

DATE.		ITEMS.	FOL.	DR.		CR.		DR. or CR.	BALANCE.	
1896.		Balance.....	346 L. A.			329	75	Cr.	329	75
Sept.	2	By Mdse.....	125 S.			428	65	Cr.	758	40
"	12	To Cash.....	129 S.	750	00			Cr.	8	40
"	14	By Mdse.....	136 S.			500	00	Cr.	508	40
"	26	To B. P.....	37 B. P.	508	40					
"	30	By Mdse.....	140 S.			650	25	Cr.	650	25
Oct.	10	To Cash.....	144 S.	400	00			Cr.	250	25
"	25	By Mdse.....	155 S.			700	25	Cr.	950	50

This form of Ledger is suitable for a general retail business. It will be observed that purchases of merchandise are posted from the Synoptic Journal instead of from the invoices as referred to on page 286. Our acceptance for \$508.40, posted from page 37 of the Bills Payable Book, closes the account. A single red line drawn across the Dr. and Cr. money columns, and the blank in the balance column are sufficient to mark this. The totals may be entered in pencil if desired. Before closing the account the amount in the Balance column should be checked by finding the difference between the Dr. and Cr. footings.

CREDIT SALES LEDGER.

No. 125.

No. of old acct. 25.

J. M. Easterbrook.

DATE.		PARTICULARS.	FOL.	SALES.		DR.		CR.	
1896.		Balance of acct. rendered.....				34	20		
Aug.	3	To 3 prs. Men's Kip Boots at \$4.50....		13	50				
"	3	" 3 prs. Tie Shoes at \$1.80.....		5	40				
"	10	" 2 prs. Ladies' Pol. Calf Boots at \$2.50		5	00				
"	15	By Cash.	$\frac{43}{S.}$					33	60
"	20	To 2 prs. Boys' Boots at \$2.40.....		4	80				
"	29	" 1 pr. Ladies' Buff Bals. at \$1.50.....		1	50				
				30	20	30	20		
						64	40	33	60
						33	60		
"	31	Balance due.....				30	80		
Sept.	2	By note at 10 days.....	$\frac{10}{B.R.}$					30	80

The Credit Sales Ledger is well adapted for a retail business when monthly accounts are opened with customers. The following points are deserving of attention :

- (i) The form of the account should be as simple as possible.
- (ii) Each account must be numbered.
- (iii) Care must be taken not to enter the unpaid balance of a former account in the Sales Column.
- (iv) The amount of the Sales Column will find its way to the Cr. of Mdse. Acct. in the General Ledger as a part of the total amount of credit sales for the month.
- (v) When amounts are transferred to this ledger from other books, reference to them should be made in the Folio Column. $\frac{43}{S}$ as given above shews that the entry has been posted from page 43 of the Synoptic Journal.

Perhaps no other phase of book-keeping presents more diversity of opinion among accountants than methods of dealing with sales of merchandise; certainly no other has been subjected to greater variety of treatment during the past few years. Although no method has yet been found which is entirely free from objection, it must be admitted that much advancement along the lines of securing accuracy and saving time and labor has been made.

The greatest difficulty is experienced in connection with retail business, where a large number of credit sales are made daily, and where it is practically necessary to send *itemized* monthly statements to customers, notwithstanding the fact that bills of goods are issued at the time the sales are effected.

The following method is recommended on account of its simplicity, completeness, and economy.

All particulars of credit sales are daily entered in copying ink from counter checks into a Credit Sales Ledger, composed of ruled loose sheets which are kept on file. At the end of the month tissue copies are taken off and attached to customers' monthly statements. By this means the labor of writing duplicate itemized statements is saved. Should a customer pay his account in full before the end of the month the transaction will be regarded as a cash sale, and the loose sheet on which the account appears will be removed from the file. Accounts which are paid promptly on or before the 4th day of the next month, say, may also be treated as cash sales.* All such amounts will find their way to the cash and merchandise accounts through the Synoptic Journal. See form on page 288. The remaining accounts will, in reality, constitute the Credit Sales Ledger, the total amount of which will be transferred to the Cr. side of the Mdse. Acct. in the General Ledger.

The advantages of the method here outlined are (i) No unnecessary labor is performed. (ii) The work is distributed over the whole month. (iii) Customers' accounts are always written up. (iv) The itemized statements are sure to be exact copies of the accounts. (v) The number of personal accounts remaining in the Ledger is reduced to a minimum. (vi) Accounts are arranged alphabetically, consequently there is no loss of time in referring to them.

The chief objection urged against the loose sheet system is that accounts are likely to be mislaid or lost. There is only one way of overcoming the difficulty, and that is *never to allow a sheet to be removed from the file* except under the conditions mentioned above.

* By deferring the work of testing the equilibrium of the ledger for a few days beyond the usual time much labor will be saved, as the greater number of customers' monthly accounts will be closed, or should be so at least.

Credit Sales and Trial Balance Sheet.

No. of Acct.	JANUARY.		FEBRUARY.		MARCH.		APRIL.	
	Cr. Sales.	Dr. Bal.	Cr. Sales.	Dr. Bal.	Cr. Sales.	Dr. Bal.	Cr. Sales.	Balance.
1								
2								
3								
4								
5								
6								
7								
8								
9								
00								
1								
2								
3								
4								
5								
6								
7								
8								
9								
00								

The advantages of this sheet are as follows :

(i) It furnishes a comparative statement of the credit sales of merchandise for the different months of the year without entailing any additional labor. As each account is numbered, and as the number of amounts to be entered on the sheet is known, no time need be lost in placing the amount of any account opposite the corresponding number on this sheet. The balances of the accounts are also entered. If a credit balance should appear on any account—a thing which seldom occurs—it may be entered in red ink so as to be readily detected.

(ii) The accounts for the month are numbered in order, as they are opened ; but as many of them may have been paid and removed from the file before the books are balanced, it is absolutely necessary to locate the missing numbers. This may be easily done by taking up the file containing the accounts which were paid and placing a check mark in the blank space on this sheet corresponding to the number of each account. When all the accounts on the file are dealt with in this manner every blank space in the column will be marked. If any accounts are wanting they are at once located by number. In order to guard against fraud or error on the part of the bookkeeper the manager of the business should keep a list of the accounts for each month.

SALES CHECKS.

Sales checks are now so commonly used that it is unnecessary to say much regarding them. They form a most important part of the sales record, however, owing to the fact that they represent original entries. The following are the main points deserving of attention :

(i) Each check should bear the distinguishing mark or number and the initials of the salesman who issued it.

(ii) It should be examined and initialed by a second party, duly authorized to perform such duty.

(iii) The amount of it should be entered on the salesman's summary sheet. If marked "paid" it is entered in the cash column, and if marked "chg." it is entered in the credit column.

(iv) At the cashier's desk the amounts of all checks issued are entered in a book called the Summary Sales Book, a cash and a credit column being allotted to each salesman, so that an exact record of his checks may be made.

(v) The checks and the different summary sheets are examined and compared with the cashier's Summary Sales Book, particular care being taken to see that no check is missing. If the records are found satisfactory, the cash is counted and the amount on hand is compared with the balance, as shown by the Summary Sales Book.

(vi) The amount of cash sales for the day is entered into the Synoptic Journal, debiting the Cash Account and crediting the Merchandise Account.

(vii) The checks representing credit sales are entered as described on page 294 into the Credit Sales Ledger.

As sales checks constitute the original entries of transactions it is important that they be both safe and accessible. The cash checks for each day should be arranged alphabetically and tied up in a bundle. Every bundle should be labelled and given its place according to date among others of the same kind. The credit checks should be arranged alphabetically and pasted in vertical rows in a book made of large sheets of manilla paper. If the checks are attached by the lower edge they may be allowed to overlap so that a large number may be placed on a single page. Small spaces for dates should be left between the checks of different days. By this means any particular check whose date is known may be referred to instantly.

DIARY.

This is a book which no business man can afford to dispense with. It should be consulted regularly every morning so that no obligations or engagements for the day may be overlooked. At a convenient time during the last week of the month memoranda of all invoices, drafts, etc., which are to be paid during the succeeding month, should be made under the dates on which they become due, respectively. Other entries will be made from day to day as they become necessary.

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